

# **Mendota Elementary Community Consolidated School District #289**

## **Parent / Student Handbook**

[www.m289.org](http://www.m289.org)



## **2023 - 2024**

*Family - School - Community:  
Partners in Learning*

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**\*\*\* Any Handbook changes made after original approval will be updated on the District's website and an updated paper copy made available upon request.**

## INTRODUCTION

Welcome to Mendota Elementary CCSD #289. We are very happy you are part of our wonderful learning community. This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.m289.org](http://www.m289.org) or at the District office:

**1806 Guiles Ave.  
Mendota, IL 61342  
815-539-7631**

## Mission and Belief Statement

The Mendota School District #289 Board of Education is dedicated to providing the highest quality educational services to our community that are possible within legal and fiscal constraints. The Board solicits all community members to support our mission:

### Family – School – Community: Partners in Learning

The following statements briefly summarize the guiding principles under which our schools operate:

- We believe students come first.
- We believe a learning community celebrates diversity.
- We believe in a safe, healthy, and supportive learning environment.
- We believe in fiscal responsibility.
- We believe data should drive instruction.
- We believe high expectations promote academic achievement.

**The School Board governs the school district and is comprised of seven members who are elected by the community. Current School Board members include the following:**

Mrs. Theresa Komitas, President  
Ms. Holli Rapp, Vice-President  
Mrs. Amanda Coss, Member  
Mrs. Sarah Landers, Secretary  
Mrs. Brenda Schroeder, Member  
Mrs. Shannon Beetz, Member

**The School Board has hired the following administrative staff to operate the school system:**

Mr. K. Bradley Cox, Superintendent  
Mrs. Stacy Kelly, Principal Blackstone School  
Dr. Dave Lawrence, Principal Lincoln School  
Ms. Paula Daley, Principal Northbrook School  
Mrs. Elizabeth Albers, Assistant Principal Northbrook School  
Miss Heather Friedlein, Athletic Director Northbrook School  
Mr. Tyler Pearce, Curriculum Coordinator  
Mrs. Jodi Peterson, Student Services Director

### School contact information:

**Blackstone:** 1309 Jefferson Street, Mendota, IL 61342 815-539-6888

**Lincoln:** 805 4th Avenue, Mendota, IL 61342 815-538-6226

**Northbrook:** 1804 Guiles Ave, Mendota, IL 61342 815-539-6237

All Board meetings are open to the public. Regular monthly meetings are held on the third Thursday of each month at 6:30PM in the District #289 Education Center. Special Board meetings are called at least 24 hours in advance and notices are posted in each school. Agendas are available in the Administrative Office on the Friday preceding regular Board meetings and minutes are available after approval by the Board. Agendas, minutes, and other documents are also available on the district website ([www.m289.org](http://www.m289.org)).

Members of the community who wish to make a presentation to the school board should request to be included on the agenda. This can be done by contacting the Superintendent no later than the Tuesday preceding the meeting. Regardless of inclusion on the agenda, members of the public will be recognized at board meetings.

## **CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES**

### **Operations During a Pandemic or other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible. Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **Care of Students with Diabetes**

If your student has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan and or a Section 504 must be submitted to the School Nurse. Parents/guardians are responsible for and must complete the following:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the School Nurse.

*Diabetes Care Plan located in each school.*

### **Emergency School Closings**

In case of bad weather and other local emergencies, please visit the school website at [www.m289.org](http://www.m289.org), Mendota District #289 Facebook page, or listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your student's safety, make certain your student knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

See also School App Parent Notification System below.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal or district superintendent.

### **Invitations and Gifts (K-8)**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed to the student's home directly. The office is unable to release addresses and phone numbers of students.

## **School App Parent Notification System**

Mendota District #289 will use the M289 app to notify parents through phone and/or a text message of school delays or cancellations due to inclement weather as well as emergency early dismissals. It is very important that parents notify the school if any phone numbers change.

## **School Volunteers**

All school volunteers must complete the "Volunteer Consent Form" and be approved by district personnel prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

*Volunteer Consent Form is located in each school office.*

## **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Please contact the school nurse for further information. The school nurse will require a doctor's note which states the student's food allergy.

## **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the school office.

## **Treats and Snacks (K-8)**

Due to health concerns and scheduling, treats and snacks for holiday parties must be arranged in advance with the School Nurse and the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

*Important Health Information* guidelines will be sent home by the classroom teacher at the beginning of the year.

## **Video and Audio Monitoring System**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. \*Only administration and law enforcement have the right to view video footage.



## **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **CHAPTER 2: ATTENDANCE AND PROMOTION**

### **Absences**

There are two types of absences: excused and unexcused. Excused absences include illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reasons as approved by the principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student's parent/guardian is responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Parents need to request missed work at least one week prior to leave but not more than two weeks ahead of any planned absence. Parents are also responsible to make sure the assigned work is completed upon return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal and are those caused by activities of an educational nature, religious observances or other absences. A prearranged absence form, available in the principal's office, should be completed prior to the absence.

After 10 total days of absences the student will be considered on excessive absence status and will be required to have a doctor's note in order for the absence to be considered excused. Parents are encouraged to have a doctor's note for all absences. In the event of any absence, the student's parent or guardian is required to call the respective school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, an automated system will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

## **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

## **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Teachers are responsible for creating their own guidelines and procedures to be shared with students and parents.

## **Make-Up Work from Absences**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. For each school day, he/she will receive two days to complete all make-up work. For example, if your student is absent on Monday they should get the work Tuesday (when they return) and it would be due on Thursday. In this example, Tuesday and Wednesday are the 2 days allowed to complete the absent work. If your child misses multiple days or has an extended absence parents are expected to talk/communicate with their teachers to make sure everyone is on the same page of when work is due so that your child stays up-to-date with the class and is as successful as possible upon their return. This only applies to the work assigned when absent. Any new assignments given when they are present will be due on the same day as the rest of the class.

## **Completion of Assignments and Homework**

Students are given a variety of assignments as part of the instructional program. Many assignments are in-class and students are required to hand them in during class, or they may be required to complete assignments at home. All assignments given are to be turned in to the teacher in a timely manner. When teachers assign work, they indicate when the assignment is due. Students are expected to meet these deadlines. Please note that there may be assignments that can only be completed at school, and students will be required to make arrangements with their teacher to make up these assignments.

## **Truancy**

If your child reaches a total of 18 absences, unexcused OR excused, we are required to follow the state mandate and file a truancy report with the truancy officer. In addition to the above information, if your child reaches 7 unexcused absences, a truancy report will be filed with the truancy officer. Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without a recognized excuse are considered truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are considered chronic truants. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to Mendota Police (see city ordinance)
- Referral to the State's Attorney
- School Discipline Procedures

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

The City of Mendota has adopted a city ordinance, no. 09-03-02A, which states, in part, "it shall be unlawful for any person under the age of 18 years of age, enrolled in a public, private, parochial school or who is homeschooled, to absent himself or herself from attendance at school, during such period when school is in session, without permission or valid cause. Persons violating this Section shall be fined not less than \$25.00, or more than \$100.00 for each offense." The ordinance in its entirety may be found at the Mendota City Office.

## **Dress for P.E.**

Students in grades 7-8 are expected to dress for gym class. Each student will be issued a P.E. lock to use on their gym locker. Students should lock their valuables in their locker during gym class or during athletic contests. Not dressing for P.E. may result in loss of privileges. Three "no dress" in one week will result in a teacher issued detention. Three "no dress" per trimester will result in the loss of the privilege to participate in reward day.

## **Grading and Promotion**

School report cards are issued to students on a trimester basis. For questions regarding grades, please refer to TeacherEase or contact the classroom teacher. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores
- A technical error in assigning a particular grade or score
- The teacher agrees to allow the student to do extra work that may impact the grade

- An inappropriate grading system used to determine the grade
- An inappropriate grade based on an appropriate grading system

Should a grade change be made, the administrator making the change must sign the changed record. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance criteria, assessment and cumulative data. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **GRADING PERIOD BEGINS ENDS REPORT CARDS**

1st Trimester August 18th - November 17th **Midterms** Sept 19th **Report Card** Nov 15th (59 days)

2nd Trimester November 13th - March 1st **Midterms** Jan 17th **Report Card** Feb 28th (62 days)

3rd Trimester March 5th - May 29th **Midterms** April 19th **Report Card** May 24th (55 days)

### **Homebound Tutoring**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the building principal.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact your building administrator.

### **Middle School Promotion Exercise**

Participation in the promotion exercise is considered an honor. Students who successfully complete all promotional requirements will be eligible to participate. Participation in promotion exercises is encouraged but is not compulsory. However, since the exercise requires planning, rehearsing, and appropriate conduct, the following rules shall apply:

- Gowns will be purchased by students and worn without additional ornamentation or decoration.
- School appropriate clothing will be worn under the gown.
- Students must have paid all fees and fines owed to the district.
- Students may be removed from participation during rehearsal or promotion exercise due to being a distraction to other students, parents, or visitors.
- Students may not participate if they are under suspension, expulsion, or other restrictive discipline imposed by school administrators in accordance with school code, district policies, and procedures.

### **Planners**

All students at Lincoln and Northbrook School are required to have a student planner. Planners are \$5 each and can be purchased if lost, pending availability.

## CHAPTER 3: STUDENT FEES AND MEAL COSTS

### Student Fees

The following is a list of required and extra-curricular fees. Fee waivers or reductions, and free or reduced priced meals are available to those who qualify. Applications are available through the Superintendent's Office.

Registration Fee (Elementary K-5).....	\$80.00
Registration Fee (Junior High 6-8).....	\$90.00
Technology Fee.....	\$35.00
Extracurricular Fee.....	\$35.00 per activity
Band Fee.....	\$35.00
Student Breakfast.....	\$0.00
Qualifying Reduced Breakfast.....	\$0.00
Student Lunch.....	\$0.00
Qualifying Reduced Lunch.....	\$0.00
Milk.....	\$0.00
Headphones (Elementary K-4).....	\$5.00
Planner.....	\$5.00

### School Registration

District #289 will notify parents of registration for each school year. Incoming kindergarten students will be notified through local media, the district website, School App, etc. with information on how to register online for the first time. Blackstone School will hold a registration night event in the spring where students and parents can visit the school. Parents will have the opportunity to turn in paperwork and pay fees that night if needed. Returning students will be registered each spring for the following year. The District will have online registration. Directions for this process will be provided to parents. Any questions regarding registration should be directed to the school office.

### District Application for Emergency Fee Waiver

The application for a school fee waiver is completely independent from the district process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the building principal.

*Application for Emergency Fee Waiver is located in each school office.*

### Fees, Fines and Charges; Waiver of Student Fees

The school establishes fees and charges at the beginning of the school year to fund certain school activities including books, materials, technology and extracurricular activities. Some students may be unable to pay these fees. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. ***A fee waiver does not exempt a student from technology and extracurricular fees.***

Requests for waivers should be made at the time of registration on the appropriate form. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size that are used for the federal free meals program. District #289 will verify income for free and reduced applications.

The building principal will give additional consideration for emergency situations.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the school.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **Insufficient Fund Checks and Delinquent Accounts**

A monthly service fee of \$5.00 will be charged for accounts more than 30 days past due. A \$25 fee will be charged for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The business office will contact a collection agency or the District's attorney whenever necessary to collect service charges, the returned check amount, fee, collection costs and expenses, and interest. Unpaid fees from each year will be added on to the next year's registration fees.

### **School Breakfast and Lunch Program**

Breakfast and hot lunches are served in all schools. The breakfast program will be available from 7:30 AM to 8:00 AM. Mendota 289 will be providing **FREE** Breakfast and **FREE** Lunch to all students for the **2023-2024 School Year**. Milk may be purchased for \$0.40 per carton for students who choose to bring their own lunches or anyone who desires additional milk. This is a grant funded program and it allows the district to provide both breakfast and lunch to all students at no cost.

## **CHAPTER 4: TRANSPORTATION AND PARKING**

### **Bicycles / Skateboard Use**

Students who ride bicycles to school are responsible for equipment safety. For Northbrook students, bikes must be walked across Guiles Avenue and 16th Street. To help prevent accidents, walk your bike on school grounds. Skateboards, skates, and scooters are not allowed on school property. The school staff is not responsible for any damage or theft of bicycles.

### **Bus Expectations and Rules**

**Students riding the bus are required to be picked up and dropped off at the same address.**

1. Be at the bus stop on time before the bus arrives.
2. Stay off the road at all times while waiting for the bus.
3. Wait to move toward the bus until it has been brought to a complete stop. Be alert to a danger signal from the driver.
4. Put musical instruments where the driver directs.
5. Keep aisles clear at all times.
6. All waste paper is to be put in the waste container as the rider enters or leaves the bus so that buses are kept clean.
7. Get seated as quickly as possible, facing front and remain seated until the bus stops.
8. Bus windows may be raised or lowered by riders only with instruction from the driver.
9. There is to be no marking or damaging of any part of the seats or on the inside or outside of the bus.
10. Willful damage must be paid for by the offender.
11. Alcoholic beverages, drugs and tobacco products are not permitted on the bus.
12. Voices must be kept at a conversational tone. Yelling, shouting and whistling are never acceptable bus behavior.
13. Profane language or fighting is unacceptable behavior.
14. There must be complete quiet at railroad crossings.
15. Nothing is to be put or thrown out bus windows. Heads and hands remain inside the bus at all times.
16. No knives, guns or lookalikes are to be taken on the bus. (This includes water pistols!)

17. No pets or animals are to be taken on the school bus.
18. A driver is in complete charge and has been instructed not to tolerate misconduct on buses. For consistent misbehavior, the rider may be excluded from the privilege of riding the bus. In addition, misbehavior can result in other disciplinary action.
19. When leaving the bus to enter the school building, walk straight out from the bus steps to the sidewalk or loading zone. It is dangerous to walk back alongside the bus or diagonally across the roadway or blacktop.
20. Riders who must cross the road to get to their homes should walk to a point at least 10 feet ahead of the bus, then walk to the center of the road where they can see the bus driver and he/she can see them.
21. Riders should check traffic and then wait for the bus driver's "okay" signal to cross the road.
22. Riders who do not have to cross the road to get to their homes from the bus stop should walk several feet straight ahead from the bus steps, then turn around and stand at that spot so they can see the driver and the driver can see them as he drives away.
23. Children whose bus stop is at their driveway should immediately walk away from the bus as the bus moves on. (Mailbox checking by children should be done after the bus has continued on its route).
24. Only assigned riders may ride the bus.
25. No child may ride a bus other than his own except in an emergency. In case of an emergency, such as illness or parents not home, a written note of permission from the District #289 building principal must be presented to the driver.
26. No rider may get on or off his assigned bus at a place other than his regular stop unless he presents the driver with a permission slip signed by the school authority. If a rider who ordinarily changes buses at the high school is not riding the bus home, the driver of the bus from the school to the high school should be given the principal's note of permission.
27. If a student wishes to bring a friend on the bus, notes from both parents giving permission for the guest to ride the bus must be presented to the principal by noon on the day the guest is to ride the bus. A guest will not be permitted to ride the bus unless both notes are on file (riders will be limited to 1 guest only).

### **Bus Violation Report**

If there is a discipline problem on the bus or at the bus stop, the student may be written up. The write ups will accumulate throughout the school year and the steps that will be taken include:

Step 1: Written warning note to be signed and returned to the driver the next day.

Step 2: Second written warning note to be signed and returned to the driver the next day.

Step 3: The third write up will be a suspension from riding the bus. The suspension will be a set number of days determined by the building principal and/or bus director. The minimum suspension will be 3 days off of the bus. Parents will have to make other arrangements for transportation on these days.

Step 4: The fourth write up may result in suspension of riding privileges for the remainder of the school year with board approval. Parents will have to make other arrangements for transportation for the remainder of the school year.

### **Student Transportation - Bus Service**

District 289 administrators, staff, parents, and students must each share the responsibility of safely transporting students to school each day. When waiting for, transferring to, or riding on any school bus, students must follow the district's student conduct requirements at all times. There are video cameras on the bus that may be viewed by the transportation director and/or administration when necessary for disciplinary measures. Students must follow bus expectations and rules outlined above.

## **CHAPTER 5: HEALTH AND SAFETY**

### **Communicable Disease**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student with a diagnosed communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **ILLNESS AND SCHOOL ATTENDANCE - The 24 hour Rule**

Your child is too ill to attend school if:

1. He/she has had vomiting or diarrhea within the last 24 hours.
2. He/she has a temperature of 100° F now or in the past 24 hours. Students are to be fever-free without the use of fever-reducing medications for 24 hours before returning to school.

### **Guidance and Counseling (K-8)**

The school provides a guidance and counseling program for students. The school's counselors/social workers are available to those students who require additional assistance if the educational setting is affected.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Students with live lice will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment of lice, if requested.
4. A student excluded because of head lice will be permitted to return to school the next day only when the parent or guardian brings the student to school to be checked by the school nurse or properly trained staff and the child is determined to be free of live head lice. The School Nurse and administration will determine whether a child is prohibited from returning to school due to nits.
5. Infested children are prohibited from riding the bus to school until cleared by the nurse.

### **Health Plan**

Parent(s) or guardian(s) of students with chronic health conditions such as (but not limited to) diabetes, epilepsy, severe allergies, asthma, etc. are required to supply an appropriate care plan from a physician outlining the student's specific treatment plan while at school.

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade
  - a. Students between the age of one and six must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning
  - b. Students between the age of one and six must provide a statement from a physician assuring that the student was "risk-assessed" or screened for TB.
2. Entering the sixth grade
  - a. Proof of immunization against meningococcal disease and the Tdap vaccine is required for students in grade 6.



3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

*A diabetes screening must be included as part of the health exam (though diabetes testing is not required).*

### **Completed School Physicals & Proof of Immunizations are due to the school by September 16th.**

Failure to comply with the above requirements by September 16th of the current school year will result in the student's exclusion from school (unable to attend) until the required health forms are presented to the school OR proof of scheduled appointment(s) presented to the school and subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by September 16, the student must present, by September 16, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Eye Examination**

All students entering kindergarten or an IL school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by September 16, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after September 16. Parents/Guardians must then present proof of a completed eye examination before attending school the next year.

### **Exemptions**

A student will be exempted from the above requirements for medical and religious grounds with the following documentation; the following reasons:

1. Medical immunity if the student's physician provides medical documentation or immunity to a particular communicable disease. Additional documentation must be provided through the school nurse's office. You must contact the school nurse for proper documentation
2. Religious grounds if the student's parent/guardian presents to the school nurse a completed Certificate of Religious Exemption
3. Health examination or immunization requirements on medical grounds of contraindication if a physician provides written verification
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist

### **P.E./Recess Exclusions**

Written parent excusals for physical education or recess will only be valid for one day. Any additional days will require a written excuse from a physician.

### **Safety Drill Procedures**

Safety drills will occur at times established by the administration of each building. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

### **Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian and physician has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH
2. Copies of the registry ID cards are provided to the district; and
3. That student's parent/guardian and physician has completed, signed, and submitted a School Medication Authorization Form-Medical Cannabis

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

## **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use:

1. Asthma medication;
2. Epinephrine injectors;
3. Opioid antagonists; and
4. Glucagon.
5. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

## **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

*School Medication Authorization Form is located in each school office.*

## **Student Accident Insurance**

A Student Accident program is provided by District #289 for students injured in an accident on school premises during the school day. The student insurance plan is secondary to any health insurance parents / guardians have. Claims first need to be submitted to the parent/guardian's primary insurance company. If a student is injured at school, a claim form and benefit statement, available in the school office, must be submitted, along with all itemized bills. Submit the claim to the address listed on the claim form.

The district has an optional supplemental 24 hour medical and dental accident insurance plan worthy of consideration. This coverage will extend the hours the child is covered and also may cover the child during certain activities not covered in the school purchased plan. Information on enrolling in supplemental insurance is found on the back of this handbook, or at [www.k12specialmarkets.com](http://www.k12specialmarkets.com)

## **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this procedure.

Students who need to have cough drops during the school day must present his or her classroom teacher with a written note signed by their parent or guardian. A new note must be presented each day the child needs cough drops. The middle school students are expected to turn the note into the office prior to the beginning of the day to gain approval.

School Medication Authorization Form is located in each school office.

## **Reciprocal Reporting Act**

The Mendota Elementary School staff, administration, and Board of Education is committed to maintaining a productive and safe environment. To that end, we have adopted, in conjunction with Regional Superintendent's Office and other schools in LaSalle County, a reciprocal reporting agreement latefwhich allows under certain conditions for the sharing of information among the schools and the police agencies regarding certain unwanted types of student behavior. Examples of these undesired behaviors include:

- All cases involving illegal or controlled substances.

- All cases involving weapons of any type.
- All cases involving criminal gang activity.
- All cases involving a serious crime or felony.
- All other criminal offenses committed by a student.

It is our desire to work with the State Attorney's Office, local and county law enforcement agencies, and other schools in the county to send a strong message that the behaviors will not be tolerated at Mendota Elementary Schools. The local designee in charge of communicating such offenses at Blackstone, Lincoln and Northbrook are the building Principals.

## **CHAPTER 6: DISCIPLINE AND CONDUCT**

### **Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

*Right to Access Letter is located in each school office.*

### **Cafeteria Rules (K-8)**

The rules below pertain to all three buildings, in addition to those displayed in each cafeteria.

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade or share food.
7. Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
12. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

### **Clarification of Disciplinary Terms**

*Battery* - The unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.

*Bullying* - any kind of mistreatment where there is an imbalance of power, or aggressive behavior that subjects a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. Bullying may be physical, verbal, written or indirect (i.e. spreading rumors, exclusion, hiding or destroying personal property).

*Cheating* - If a student is confirmed to be cheating, parent contact will be made by the teacher. The student will receive a '0' on the assignment or in the case of a test, must make arrangements to retake the exam for a maximum grade of 70%. Subsequent offenses will result in a '0' for tests and assignments and an office referral.

*Controlled Substances* – anyone possessing or consuming any legally controlled substance as outlined in Chap. 56, Section 1201-1215 of the Illinois Revised Statutes (including, but not limited to accessory paraphernalia and the like), or any substance reported or represented to be a legally controlled substance, except those specifically prescribed for the student by a licensed medical authority, while on school property or attending school activities, will be subject to suspension or expulsion from school and reported to the appropriate law enforcement agencies. A suspension may be reduced if a student and parents agree, at their expense, to have a drug-alcohol assessment and work in cooperation with school personnel to follow through with the recommendations of the assessment, and complete the program. Failure to do so would result in a reinstatement of any suspension/expulsion. The administration reserves the right to withhold this option on an individual basis.

*Cyber Bullying* - Posting harmful or cruel text or images using the Internet or other digital communication devices is prohibited. Home based computer use that results in a substantial disruption to the school environment constitutes grounds for investigation and possible discipline.

*Fighting* - The exchange of mutual physical contact, such as pushing or hitting, with or without injury. Without clear and convincing evidence that a participant attempted to avoid the confrontation, all parties will be disciplined.

*Harassment* - No person, including students or staff, shall harass or intimidate another person based upon their sex, color, race, religion, creed ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

*Insubordination* – Students have an obligation and responsibility to follow verbal or written instructions from any faculty member, and to identify themselves to any staff member in regards to their behavior. Willful and deliberate refusal to do so is considered insubordination and will result in disciplinary action.

*Profanity/Obscenity* - Obscene, profane or vulgar language that is either written, verbal or expressed by symbols or gestures, will not be tolerated. Profanity aimed towards personnel will result in suspension.

*Racism* - Prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized.

*Search and Seizure* – To maintain order and security in school, school officials are authorized to conduct reasonable searches of school property and equipment (such as lockers or desks). Searches may be conducted without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas, or in their personal effects left there. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence that the student has violated the law or is in violation of the student handbook. The principal, assistant principal, or designee may request the assistance of law enforcement officials to conduct inspections and searches of these spaces for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

*Self Defense* – It is the duty of any person threatened to use all prudent and precautionary measures to prevent an attack and not contribute to it in any way. There should be an attempt to retreat and contact a supervising teacher to neutralize a hostile situation without escalating it.

*Sexual Harassment* - Any unwelcome act or comment, sexual in nature, that is considered offensive, whether intended or not, which denies or limits the provision of educational aid, benefits, services, or treatment.

**Weapons** - Firearms, BB guns, or pellet guns; objects if used or attempted to be used that can cause bodily harm (i.e. knives, brass knuckles, clubs, bats, pipes, locks, pencils, etc.); or “look-alikes” of any items described above. The Gun Free Schools Act of 1994 imposes a mandate upon states requiring expulsion for a period of not less than one year for students who are determined to have brought a firearm to school. Modification of this requirement by the Superintendent is possible for individual students on a case-by-case basis. Police referrals will be made for violators of the district gun policy.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated Time Out, Time Out and Physical Restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **Detentions**

Since detentions are considered to be less serious than suspension, some flexibility is necessary in administering this level of discipline. Accordingly, a student will be afforded two alternative days on which the detention may be served, however a detention must be served on the night that is decided upon between the teacher and the student. If the student opts to miss that detention, it will be determined a skipped detention at the discretion of the teacher assigning it. These two days will be at the discretion of the staff member issuing the detention. If a student shows up for detention with no slip or an unsigned slip, parent contact is made. Parent contact can be in the form of a phone call or via a signature on the detention form itself which must be returned to the staff member assigning the detention. The following outlines the detention policy:

1. Failure to serve a detention will result in a parent contact and the detention will be reassigned.
2. Failure to serve the re-assigned detention will result in additional consequences.
3. Detentions earned for tardies will start over at the beginning of each trimester.
4. It is the responsibility of the parent to make transportation arrangements when a student earns a detention.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

### **Field Trips - Chaperone Guidelines**

District #289 administration has established chaperone guidelines for field trips to ensure the safety of our students at all times during their school day. Listed are the guidelines that all chaperones will be asked to follow:

- All chaperones must complete the “Volunteer Consent Form” available in each office, including a background check.
- Please note this is a school function and you are a role model, so all school rules apply. For example, smoking, chewing tobacco, use of alcohol, profanity or inappropriate behavior will not be tolerated. Since you are responsible for the safety of the children in your group, please sit with them on the bus, supervise them at the restroom breaks, be prompt and follow the times on the schedule.
- No other children are allowed on the field trip with the chaperones.
- Classroom teachers will sometimes have special rules for the field trip. If so, they will let the chaperones know in advance.
- Chaperones will refrain from cell phone use while on field trips.

### **Gang and Gang Activity Prohibited**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang
2. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs
3. Request any person to pay protection or otherwise intimidate, harass or threaten any person
4. Commit any other illegal act or other violation of district policies
5. Incite other students to act with physical violence upon any other person

### **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. (7:40 a.m. for Blackstone) and classes begin at 8:10 a.m. and students are dismissed at 3:00 p.m. (2:50 p.m. for Kindergarten) each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Chewing of gum is not permitted in the school building.
5. Skateboards are not permitted at school.
6. Water guns, play guns, and/or real guns are not permitted at school.
7. No musical devices or cameras are permitted without permission from the principal.
8. Cell phone use is not permitted once the student is on school grounds. The cell phone is required to be turned off and in the student’s locker until the end of the school day.

### **Grievance Procedures**

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding Title II of the Americans with Disability Act, Title IX of the Education Amendments of 1972, Section 4 of the Rehabilitation Act of 1973, Individuals with Disabilities Act, Title VI of the Civil Rights Act, Equal Employment Opportunities Act, sexual harassment, teen dating violence, the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children, curriculum, instructional materials, programs, or provision of services to homeless students.

The Complaint Manager (building principal) will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The complete grievance procedure is available in the district office and the district website ([www.m289.org](http://www.m289.org)) under “Policies and Handbooks”.

A person who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall file a written report of his or her findings with the Superintendent.

Within five school days after receiving the Complaint Manager’s report, the superintendent shall mail his or her written decision to the Complainant by US mail, first class, as well as the Complaint Manager. Within five days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

### **Handling Complaints**

One of the underlying principles of District #289 is “Education is best nurtured in a caring and cooperative environment where students, parents, faculty, administration, board of education, and community work together for the betterment of all.” The District places a high priority on developing positive working relationships with parents. Even when working toward the same purposes, problems and disagreements may arise which need to be addressed and resolved. Persons who have a complaint they wish to address should take the following actions:

- Step 1: The complaint should first be discussed with the school employee closest to the situation. For example, complaints dealing with classroom situations should first be discussed with the teacher involved.
- Step 2: If the situation is not resolved at the first step, the complaint should next be brought to the attention of the building principal. The principal will work with all parties to resolve the issue.
- Step 3: If the issue remains unresolved after step 2, the person and/or principal may then bring the situation to the attention of the Superintendent. The Superintendent will investigate, may meet with the parties involved, and address the issue.
- Step 4: If the steps above do not resolve the concern, a request may be made to address the School Board. Members of the community who wish to make a presentation to the School Board should request to be included on the next meeting agenda by contacting the Superintendent no later than the Tuesday preceding the meeting.

**Prevention of and Response to Bullying, Intimidation and Harassment** Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.



3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, District Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Complaint Managers:**

#### **BLACKSTONE:**

Mrs. Stacy Kelly  
1309 Jefferson St  
Mendota, IL 61342  
815-539-6888  
[skelly@m289.org](mailto:skelly@m289.org)

#### **LINCOLN:**

Dr. David Lawrence  
805 4th Ave  
Mendota, IL 61342  
815-538-6226  
[dlawrence@m289.org](mailto:dlawrence@m289.org)

#### **NORTHBROOK:**

Ms. Paula Daley  
1804 Guiles Ave  
Mendota, IL 61342  
815-539-6237  
[pdaley@m289.org](mailto:pdaley@m289.org)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **School Dress Code and Student Appearance**

- Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with excessive holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **Sexual Harassment and Teen Dating Violence Prohibited**

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

- 1) Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- 2) Has the purpose or effect of:
  - a) Substantially interfering with a student's educational environment;
  - b) Creating an intimidating, hostile, or offensive educational environment;
  - c) Depriving a student of educational aid, benefits, services, or treatment; or
  - d) Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Student Discipline**

#### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are

under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

***\*Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.***

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, smartwatch and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) use of the device is provided in a student's Individualized Education Program (IEP).

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing, racism, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat to overall school safety related to guns, bombs, etc. on an Internet website, social media or in any written or electronic form against a school employee, a student, or any school-related personnel; if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. In-school suspension
7. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student).
8. Physical Restraint (if student is in danger of hurting himself or others).
9. Community service
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under state law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Erin's Law**

Erin's Law is named after childhood sexual assault survivor, author, speaker and activist Erin Merryn. Erin's Law (in Illinois, Public Act 96-1524) mandates that Illinois public schools provide training to certified staff on prevention of child sexual abuse. It also mandates that public school children pre-kindergarten through 12th grade be educated on how to protect themselves from sexual abuse. Students learn age-appropriate techniques to recognize child sexual abuse and tell a trusted adult. School personnel learn about child sexual abuse. Any questions or concerns can be addressed by building administrators or the school social worker.

## **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, smartwatch, audio or video recording device, personal digital assistant (PDA), Ipod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods, passing periods, and field trips or school sponsored events, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's Individualized Education Program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before arriving to school and not on school property and after school. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned.
  - a. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, a parent meeting will be requested to discuss the rules regarding the device usage in the school.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function, or event
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property
5. During periods of remote learning

## **CHAPTER 7: INTERNET AND TECHNOLOGY**

### **Chromebook User Agreement**

Each school will provide the Chromebook User Agreement to every student. The agreement explains the student/parent responsibilities as well as the process and procedures if a District Chromebook is damaged.

### **Internet-Computer Use**

All use of electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

*Acceptable Use* - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the district's educational objectives, or (b) for legitimate business use.

*Privileges* - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

*Unacceptable Use* - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law
2. Unauthorized downloading of software, regardless of whether it is copyrighted or

de-virused 3.

3. Downloading of copyrighted material for other than personal use
4. Using the network for private financial or commercial gain
5. Wastefully using resources, such as file space
6. Hacking or gaining unauthorized access to files, resources, or entities
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
8. Using another user's account or password
9. Posting material authored or created by another without his/her consent
10. Posting anonymous messages
11. Using the network for commercial or private advertising
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material 13.
13. Using the network while access privileges are suspended or revoked

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.



1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

*Use of Email* – The district's email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the school district's email system constitutes consent to these regulations.

### **Electronic Reader Policy**

Electronic readers, commonly referred to as e-readers, are devices whose intended purpose is the storage and retrieval of books, periodicals, and magazines. This policy refers to e-readers only, not to other electronic devices such as an ipod®, iPad®, laptops, cellular phones, and other electronic devices. The opportunity to bring e-readers to school is a privilege that requires extra caution and responsibility both on the part of the students and the parents.

### **E-reader Acceptable Use Policy (AUP)**

The wide variety of hardware and software capabilities of available e-readers makes them challenging to monitor and control in a school environment. Our e-reader AUP needs to be specific and clear. A student who violates any portion of the e-reader AUP may immediately lose the privilege to use their e-reader at school for a length of time commensurate with the nature of the violation. If a student is found to have their e-reader during this time; they will be subject to further disciplinary action.

1. All e-readers must be registered with Northbrook Middle School administration and accompanied by the AUP Form signed by parent/guardian and student.
2. E-readers are to be used for the reading of school approved materials and not for other purposes such as communication, video, entertainment, music, gaming, and other activities.
3. All material on the e-reader must comply with the policies of Northbrook Middle School. Please refer to the Parent-Student Handbook for further details.
4. All e-readers must have cellular and network capabilities disabled (turned off/airplane mode) while the device is at school.
5. E-readers must be used at appropriate times in accordance with teacher instructions. The e-reader must neither be a distraction for the student or those around him/her nor be a source of

any classroom disruption. Students will be made aware of locations where e-readers may be used.

6. The student is responsible for knowing how to properly and effectively use their e-reader and this should not be a burden for the teachers.
7. Northbrook Middle School is not responsible for lost, stolen, or damaged e-readers.

### **Technology Program**

Technology is utilized throughout District 289 to support instructional programs. Students at all grade levels use available technology to assist in the learning process. A \$35.00 technology fee will be charged to each student annually. All classrooms include networked computers and telecommunications capabilities to assist district employees in providing the best educational services possible to our students while also providing the ability to communicate via email, voice mail, and the internet. Students are required to purchase their own personal set of headphones to use with the computers. The headphones will go with the students to the next grade each year. If a student loses or breaks their headphones, they will need to purchase a new set for \$5.00.

Teachers and students may use Internet resources for instructional purposes. Direct adult supervision will be provided at all times when students are researching on the Internet. Students who will be using the Internet shall sign an Internet Use Contract which explains acceptable uses of this resource. The Internet policy can be viewed on the District's website and in the Principals' offices.

The District maintains an Internet website and mobile app with a wide variety of information at [www.m289.org](http://www.m289.org). Parents may access student assignments, grades, attendance and staff contact information via the TeacherEase program on the web or TeacherEase app. Also parents can view news and calendars, a directory of faculty members, learn about classroom activities, sample student work, view Board of Education policies and meeting information, or browse the library catalog through this site or mobile app.

## **CHAPTER 8: SEARCH AND SEIZURE**

### **Cooperation with Law Enforcement Agencies**

A mutually supportive partnership between school officials and local law enforcement agencies should exist to better provide critical service and assistance to children and families in need. When deemed appropriate, school officials will communicate with law enforcement personnel concerning student disciplinary matters. Likewise, law enforcement agencies may share information with school officials to promote the safety of the school community. School officials will report known criminal activity to law enforcement agencies when appropriate.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has

violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of students suspected of committing criminal activity before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **CHAPTER 9: ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **Attendance at School Sponsored Events**

Attendance at school-sponsored events is a privilege. All school rules, including the school's discipline code and dress code, are in effect during school-sponsored events. Students who meet current academic eligibility can attend. Students may not attend or participate in any extracurricular or after school events if their grades include an F. Grades will be checked before or the day of any school activity.

Students who violate the school's discipline code will have their parents contacted immediately and asked to leave the event. The school may also impose other discipline as outlined in the school's discipline code.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

**Band and Choir** are electives for students in grades 5th through 8th.

### **Extracurricular Activity Attendance / Participation**

Any program participant who is absent from school the last three (3) class periods of the day will not be permitted to attend practice or participate in the athletic contest. EXCEPTION: Dentist or doctor appointment, funeral, or other excuse subject to the approval of the administration or athletic director. A student must be in attendance for the second half of Friday in order to attend the athletic or extracurricular event on Saturday. A prearranged absence (such as doctor appointments) can be excused.

Students who have been assigned to the in-school suspension room, are suspended out-of-school, or have repeatedly demonstrated a lack of cooperation with staff and/or students may be excluded from participation and/or attendance at school related activities. This includes extracurricular contests,

dances, non-academic field trips, graduation or other special activities planned by the school, which are not tied to the curriculum. Exclusion from school activities will be determined by the administration and will be based on the nature of the student's offenses, the number of disruptive incidents, the student response to corrective action, etc.

Students are expected to follow Northbrook Middle School rules when attending games. Students should be seated and watching the game. Concession stand and restrooms should be used at the end of each quarter or in between games.

### **Extracurricular Athletic Activities Code of Conduct**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's *"Pre-Participation Physical Examination Form."*
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Extracurricular Eligibility**

All student athletes must follow Athletic Handbook expectations and rules for academic and behavioral requirements. A handbook will be presented by coaches at the parent meeting held before each season.

### **Student Athlete Concussions and Head Injury**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school district's return-to-play and return-to-learn protocols.

## **CHAPTER 10: SPECIAL EDUCATION**

### **Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Director of Student Services at (815) 539-7362, or the school principal.

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Children with Disabilities Education**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the District Student Services Office.

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP and at any other time upon request.

### **Discipline of Students with Disabilities**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Exemption From P.E. Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

### **Preschool Screening and Programs**

A program to screen preschool children from the ages of three to five for vision, hearing, and educational development is administered by the LEASE Cooperative. Children who participate in the screening may be eligible to participate in district preschool programs. Call the Director of Student Services secretary at 815-539-7362 for more information.

District #289 provides preschool programs for identified children. The programs are housed in Northbrook School. Preschool services are designed to bring together parents, teachers, and community organizations to help our youngest residents get off to a positive start. The Small Steps program offers parenting classes for parents of birth to 5 children.

### **Response to Intervention (RTI)**

Response to Intervention is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RTI process is used by school personnel to adapt instruction and to make decisions regarding the student’s educational program. In District #289, all students are screened three times a year in reading and math. If the student data indicate a problem area for a group, or an individual student, interventions are initiated immediately. As the interventions are taking place, the classroom teacher and Intervention Teams monitor the progress using the same tools as in the screening. The results of the progress monitoring are charted and shared with staff and parents.

# CHAPTER 11: STUDENT RECORDS AND PRIVACY

## Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records.

### They are:

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

- 2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any

parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

#### **5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

#### **6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

#### **7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

## **Annual Notice to Parents about Educational Technology**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information



Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## **CHAPTER 12: PARENT RIGHTS NOTIFICATION**

### **Asbestos Notice**

The buildings of Mendota Elementary School District #289 have been inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. The Inspection Report and Management Plan are on file in the office of the Superintendent and are available for public review during normal business hours.

### **English as Second Language Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Transitional Bilingual and ESL instruction is offered:

- Kindergarten through 3rd grade. Language proficiency assessments are used to determine placement for both programs.
- Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Parent Involvement Compact (Title 1)**

A written compact will be sent home with each K-5 student at the beginning of the year. This School Wide Compact should be signed and returned to school personnel.

The school provides parents/guardians with access to the following:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the

goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building administrator.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Building administrators will be available to sign forms/letters provided by employers.

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education, including in grades 5-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 5-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

***Sex Education Waiver is located in each school office.***

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex

offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests including the following: IAR 3rd - 8th grade Reading and Math, as well as 5th and 8th grade Science.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
4. Remind and emphasize for students the importance of good performance on standardized testing.
5. Ensure students are on time and prepared for tests, with appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

### **Teacher and Para Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including the following:

- Whether the teacher has met state certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so their qualifications.

*If you would like to receive any of this information, please contact the district office.*

### **Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo>

### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

## Instruction

### **Administrative Procedure - Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act**

The Elementary and Secondary Education Act (ESEA), McKinney-Vento Homeless Assistance Act (McKinney-Vento), and Protection of Pupil Rights Act (PPRA) mandate that schools receiving federal funds provide parents/guardians with information and notices in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand. This procedure contains the key notifications that districts and schools must provide to the parents/guardians of students. The legal references are provided at the end of the procedure. The only notices applying to districts that do not receive Title I funds are those regarding student privacy. In addition, see:

ISBE's *Frequently Asked Questions regarding the Every Student Succeeds Act (ESSA)*, published 8-12-16, at: [www.isbe.net/Documents/ESSA-faq.pdf](http://www.isbe.net/Documents/ESSA-faq.pdf)

U.S. Department of Education's *Frequently Asked Questions regarding Transitioning to the Every Student Succeeds Act (ESSA)*, updated 6-29-16, at: [www2.ed.gov/policy/elsec/leg/essa/essafaqstransition62916.pdf](http://www2.ed.gov/policy/elsec/leg/essa/essafaqstransition62916.pdf)

### Improving Basic Programs Operated by Local Educational Agencies

The following information must be provided to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

**Annual report cards.** Districts must disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: (a) student achievement on academic assessments (designated by category), (b) graduation rates, district performance, teacher qualifications, and (c) other information required by Section 6311(h)(2)(C)). See 6:170-AP2, E1 *District Annual Report Card Required by Every Student Succeeds Act (ESSA)*.

The District's annual report card shall be concise and accessible to the public, which includes placing it on the District's website or, if the District does not operate a website, providing it in another manner determined by the District.

**Teacher and paraprofessional qualifications.** At the beginning of each school year, a school district that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, whether:

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

**Student achievement.** Districts must provide to parents information on the level of academic achievement and growth of the parent's child in each of the State academic assessments.

**Non-certificated/licensed teachers.** Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**Testing transparency.** At the beginning of each school year, a school that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding any State or District agency policy regarding student participation in any assessments mandated by Section 6311(b)(2) and by the State or District, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

In addition, the District shall make widely available through public means (including by posting in a clear and easily accessible manner on the District's website and, where practicable, on each school's website), information on each assessment required by the State to comply with Section 6311, other assessments required by the State, and (where available and feasible to report) assessments required districtwide, including:

- The subject matter assessed;
- The purpose for which the assessment is designed and used;
- The source of the requirement for the assessment; and
- Where such information is available:
  - The amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - The time and format for disseminating results.

## **English Learners**

**Language instruction educational programs.** Districts must inform a parent of an English learner identified for participation, or participating in, such a program of:

- The reasons for their child being identified as an English learner;
- Their child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- The instructional methods used in their child's program and the instructional methods used in other available programs;
- How their child's program will meet their child's educational strengths and needs;
- How the program will help their child to learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;

- Exit requirements for the program, including the expected rate of transition from such program into classrooms not tailored for English learners and the expected rate of high school graduation;
- In the case of a child with a disability, how the program meets the objects of their child's individualized education program; and
- Information regarding parental rights that includes written guidance:
  - Detailing parents' right to immediately remove their child from the program upon their request;
  - Detailing parents' options to decline enrollment in the program or to choose another program or instructional method, if available; and
  - Assisting parents in selecting among various programs and instruction methods, if more than one program/method is offered.

Parents shall be provided this information no later than 30 days after the beginning of the school year or, for students identified as English learners during the school year, within the first two weeks of the child's placement in a language instruction educational program.

**Outreach.** Each district shall implement an effective means of outreach to parents of English learners to inform the parents regarding how they can be involved in their children's education, and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet challenging State academic standards expected of all students. In addition, the outreach shall include holding, and sending notice of opportunities for, regular meetings for formulating and responding to parent recommendations.

## **Parent and Family Engagement**

**Parent and family engagement policies.** Parents and family members shall be notified of the parent and family engagement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

## **Meeting and information.**

Each school shall:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved;
- Offer a flexible number of meetings;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parent and family engagement policy and the joint development of the schoolwide program plan under §6314(b);
- Provide parents of participating children timely information about programs under this part;
  - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
  - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

If the schoolwide program plan under §6314(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the Board.

## **Voluntary Public School Choice Program**

The district shall provide to parents of students in the area to be served by the Voluntary Public School Choice program with prompt notice of:

- The existence of the program;
- The program's availability; and
- A clear explanation of how the program will operate.

## **Education of Homeless Children and Youths**

**Notice of rights.** The district shall provide written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent/guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:

- Shall be signed by the parent/guardian (or, in the case of an unaccompanied youth, the youth);
- Sets the general rights provided under this subtitle;
- Specifically states:
  - The choice of schools homeless children and youths are eligible to attend.
  - That no homeless child or youth is required to attend a separate school for homeless children or youths.
  - That homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs.
  - That homeless children and youths should not be stigmatized by school personnel.
- Includes contact information for the local liaison for homeless children and youths.

**Assistance to unaccompanied youth.** In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

**Public notice of rights.** Each district shall ensure that public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

## **Student Privacy**

**Notice of privacy policy.** The student privacy policies developed by a district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by that district. At a minimum, the district shall:

Provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.

**Notification of specific events.** Each district shall directly notify parents/guardians, at least annually at the beginning of the school year, of the specific or approximate dates when activities described in 20 U.S.C. §1232h(c)(2)(C) are scheduled.

**Notice of existing policy.** All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., "The School Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request."

LEGAL REF.: I.

1. Elementary and Secondary Education Act (ESEA), 20 U.S.C. §6311(h)(2).  
ESEA, 20 U.S.C. §6312(e)(1).  
ESEA, 20 U.S.C. §6312(e)(1).  
ESEA, 20 U.S.C. §6312(e)(1).  
ESEA, 20 U.S.C. §6312(e)(2).

II.

1. ESEA, 20 U.S.C. §6312(e)(3)(A), (B)..  
ESEA, 20 U.S.C §6312(e)(3)(C).

III.

1. ESEA, 20 U.S.C. §6318(b).  
ESEA, 20 U.S.C. §6318(c).  
ESEA, 20 U.S.C. §7225d(a).

V.

1. McKinney-Vento Homeless Assistance Act (McKinney-Vento), 42 U.S.C.  
§11432(e)(3)(C).  
McKinney-Vento, 42 U.S.C. §11432(g)(3)(B)(iii).  
McKinney-Vento, 42 U.S.C. §11432(g)(6)(A)(v).

VI.

1. Protection of Pupil Rights Act (PPRA), 20 U.S.C. §1232h(c)(2)(A).  
PPRA, 20 U.S.C. §1232h(c)(2)(B).  
PPRA, 20 U.S.C. §1232h(c)(3).