UNION RIDGE SCHOOL

2017-2018

STUDENT HANDBOOK

PLEASE **NOTE:** This handbook is a summary of Union Ridge 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 on the District's website www.urs86.org and in the school office.

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Chapter 1 – Introductory Information & General Notices

About Our School

Union Ridge, founded in 1876, is a single school Pre-K through 8th grade elementary district serving the communities of Harwood Heights, and portions of Norridge. Our K-8 curriculum includes advanced programs, gifted classes, and special needs support services allowing for development of the whole child.

Mission Statement

The mission of Union Ridge School, a caring, diverse, educational community is to foster excellence in academic, physical, and aesthetic, as well as social and emotional development within a nurturing environment for all children, and in partnership with families and community members, so that all children achieve their full potential in becoming responsible and productive citizens.

Values

We believe that:

- All people can become productive members of society.
- Learning is a life-long process.
- All children can learn.
- All members of our community share the responsibility for success in learning for all children.
- A quality education fosters life-long learning.
- A quality education provides challenging, progressive, and innovative opportunities for all children
- Union Ridge School plays a vital role in contributing to the successful development of the community.
- Quality education for all students comes through open communication and trust among educators, parents and community.
- Mutual respect and trust are essential for building productive human relationships.

Board of Education Members

Mrs. Helen Pissios, President
Mr. Donald Crivlare, Vice-President
Mrs. Jolanta Klopotowski, Secretary
Mr. Robert Hesslau
Mrs. Frances Perna
Mr. Andy Clemente
Mr. Demetrios Styliaras

Administration

Mr. Michael Maguire, Superintendent
Ms. Julie Mensik, Principal

Board of Education Meetings

Board of Education meetings are held the third Thursday of the month in the Union Ridge School conference room. Meeting dates are posted at the main entrance to the school and on the Union Ridge School website at www.urs86.org listed under "Board of Education."

Programs and Services

Union Ridge School offers core academic programs in Mathematics, Language Arts, Science, Social Sciences, Fine Arts, Physical Development, and Health, which are consistent with individual student learning abilities. The curriculum is based on continuous progress, and pupils are expected to complete outcomes for each grade level as developed by the faculty and administration. In addition, Union Ridge School offers the following programs and services:

- Before & After-School Tutorial Sessions *
- Reading Improvement
- Registered Nurse
- Speech and Language Therapy
- Italian Language Classes
- Full Time Social Worker
- Title I Program
- Bilingual/EL (English Learner) Program
- Technology Instruction
- Early Childhood Program for 3 and 4 Year olds
- Extended-Day Kindergarten
- Extra-Curricular Activities
- Gifted Education
- Library Resource Center

* By teacher referral

Residency Requirements

By ruling of the Office of the Illinois State Board of Education, a child is privileged to attend, free of tuition, only the school located in the District in which his/her parents or legal guardian resides. Four acceptable proofs of residency are required for admission. Examples of proof of residency may be as follows: payroll stub, vehicle registration and insurance card, most recent credit card bill, bank statement, current public aid card, current homeowner's/renter's insurance policy and premium payment receipt, and most recent telephone, gas, electric or water bill with current address.

Parents/guardians must produce proofs of residency on an annual basis in order to maintain continuing student status at Union Ridge School. The school district reserves the right to evaluate the evidence presented; merely presenting the items listed does not guarantee admission. A home visit may be performed to verify residency.

By Illinois State law, parents/guardians must present an original, certified birth certificate for each registered student. If unable or resistant to do so, the police department is notified.

Children residing outside School District 86's boundaries are not eligible to attend Union Ridge School. Any person who knowingly enrolls, or attempts to enroll, a non-resident child at Union Ridge School on a tuition-free basis is guilty of a Class C misdemeanor, except in very limited situations as defined in State Law (105 ILCS 5/10-20.12b(e). Any person who knowingly or willfully presents false information regarding the residency of a child for the purpose of enabling that child to attend Union Ridge School is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b (f).

Visitors to the School

Please arrange in advance to meet with your child's teacher and register in the office whenever you visit. Badges issued to visitors upon arrival must be returned upon departure. These measures ensure that only authorized visitors are present in the building. The school office staff will announce your presence to the faculty or staff member with whom your appointment is scheduled.

Early Dismissal

Parents requesting that their children be released from school before regular dismissal time must present a valid reason in writing in advance of the date requested. Valid reasons include medical, dental appointments, family emergencies, or death in the family. The office will issue a pass to the student for the prearranged time. Students must be picked up in the office by a parent/guardian.

School Playground

The playground and equipment are reserved for the use of our schoolchildren during school hours, 8:30 a.m. to 3:45 p.m. Preschoolers and other community members are free to use Union Ridge facilities during non-school hours only. Teachers who bring their students outside will ask visitors to leave the playground and return at another time. This procedure allows us to safeguard all of the children using our playground.

- The small playground is reserved for children eight (8) years old and younger.
- School grounds and playgrounds close at sunset each day.
- Smoking is not allowed anywhere on school property

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.

Emergency School Closing

Announcements about an emergency school closing will be made, as soon as known, on the school Web site, on AM radio stations WMAQ 670, WGN 720, WLS 890. Provided your current phone number is on file in the office, you will receive an automated call from our phone system notifying you of the school closure. A look out the window, except in cases like boiler problems, should forewarn parents and students of such a decision. Parents/guardians of younger students may want to pre-arrange plans in the event of an emergency school closing with a relative or neighbor.

Equal Educational & Extracurricular Opportunities

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

No student shall, based on sex, or sexual orientation, or gender identity 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.

Grievance Procedure

Any Union Ridge School student, parent, or guardian may file a sex equity complaint as explained in School Board Policy 2:260, *Uniform Grievance Procedure*.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or in a different from, but as effective as those provided to others. Individuals with disabilities should notify the school office 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.

School Wellness Program

School wellness, including good nutrition and physical activity, is promoted in the District's educational program, school activities and meal programs. Parents/guardians should consult with the school office or their child's teacher before bringing in treats or snacks for birthday celebrations.

Students with Food Allergies

While it is not possible for the District to eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students, families, and staff helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

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/parent/guardian resources on suicide and depression awareness and *prevention*. Materials and resources are available in the school office, or through the school social worker, Mr. Joseph Kerke.

Chapter 2 – Attendance & Academic Progress

Attendance

Children between the ages of 6 (on or before September 1st) and 17 years (unless the student has already graduated from high school) as well as children enrolled in any grades, kindergarten through 12, in the public school regardless of age are subject to compulsory school attendance as required by State law. The parent or guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. Valid causes of absence include: illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent or guardian for the student's safety or health, or other reason as approved by the superintendent or his designee.

Student Absence

Regular attendance and promptness are necessary for successful progress in school. If your child is ill and cannot attend school, we ask you to follow these procedures:

- Call the school before 8:30 a.m. the morning each day of the student's absence and leave a message on the absentee line, or with the office secretary stating your child's name, grade, teacher, and reason for the absence.
- A request for middle school homework assignments can be made after the third full day of student absence.
- If your child is running a fever, he or she must be fever free for 24 hours before returning to school.
- A physician's written release to return to school will be required for absences of five (5) days or longer. Students who have an invalid excuse are designated unexcused on their record. The only valid reasons for absence from school are as listed above.

➢ **PLEASE NOTE**: Students may not participate in after school activities on days they are absent.

School Hours

Students are not expected to arrive at school until 15 minutes before the tardy bell. We are concerned about the safety of children who arrive before the building opens. We are unable to provide supervision for early arrivals, and cannot assume responsibility for a child until he or she enters the building. To avoid unnecessary accidents and problems, keep in mind that students may enter school no earlier than five minutes before the start of school. Afternoon early childhood students may enter at 1:00 pm.

In severe weather, students are expected to arrive within a few minutes of the first bell: (kindergarten through 4th grade - 8:55 am) (5th grade students – 8:40 am) (middle school 6–8 - 8:25 am.)

Regular School Hours

Early Childhood AM (Monday – Friday) ..... 9:05 am –11:35 pm
Early Childhood PM (Monday – Friday) ..... 1:00 pm – 3:30 pm
Kindergarten (full day) ..... 9:00 am – 2:30 pm
Grades 1 – 4 ..... 9:00 am – 3:30 pm
Grade 5 ..... 8:45 am – 3:30 pm*
Grades 6 – 8 ..... 8:30 am – 3:30 pm*

***PLEASE NOTE**: On **WEDNESDAYS, ALL students** (Grades K-8) begin at 9:00 a.m.

Make-Up Work [6th – 8th Grades]

If a student's absence is excused or if a student is suspended from school, he or she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he or she was absent to turn in the make-up work. The student is responsible for obtaining the assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Truancy

A student who is subject to compulsory school attendance and is absent without a valid cause from such attendance for a school day or portion of the day is considered truant. The only valid reasons for absence from school are illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent or guardian for the student's safety or health, or other reason as approved by the superintendent or his designee.

Tardiness

Arriving late to school, or to classes throughout the day, is unacceptable. When a student misses valuable class time, it affects his or her learning and may disrupt classwork already in progress. Students who arrive after the tardy bell must enter through the school office to check in and pick-up a tardy slip. Repeated instances of tardiness will be dealt with as the situation warrants. Parent conferences may be required. Tardiness is recorded on the student's permanent record.

Report Cards

The academic progress of students is reported at the conclusion of each grading period to parents and students. Report cards vary from kindergarten to middle school grades. Grading criteria and symbols are noted on each reporting form.

Honor Roll

The Union Ridge Middle School recognizes students for academic excellence through the titles of HONORS and HIGH HONORS. Students must accumulate 3.4 to 3.69 out of 4.0 GPA scale for the HONORS award. The title of HIGH HONOR is awarded to students with a 3.7 to 4.0 GPA. Students that achieve either of these awards will be recognized at an assembly during advisory per trimester.

Homework Policy

Homework is intended to engage students in reviewing, practicing, and reinforcing their understanding of the skills and concepts introduced in the classroom. The goal of homework is to apply independent study skills and to give students the opportunity to manage their own learning. Homework encourages students to accept responsibility. It also provides an opportunity for parents, students, and teachers to work together. This cooperative effort will result not only in student achievement, but also in better communication between home and school.

Common Understandings between Students, Parents, Guardians, and Teachers

- Homework is a daily expectation.
- Homework not completed without sufficient cause will have a consequence.
- When a student is absent, it is the responsibility of the parent to insure that contact with the teacher is made regarding missed assignments.
- There are times when due to family difficulties or illness that homework cannot be completed. This should be communicated to the teacher by a note, e-mail, or phone call from the parent, and arrangements should be made to make up the work missed.

General Time Guidelines for Homework

Homework expected per night:

Kindergarten	10 minutes	Fifth Grade	1 -1 ½ - hours
First Grade	20 minutes	Sixth Grade	1 ½ - 2 hours
Second Grade	20-30 minutes	Seventh Grade	1 ½ - 2 hours
Third Grade	20-45 minutes	Eighth Grade	1 ½ - 2 hours
Fourth Grade	one hour		

[Preschool children might have parent involvement projects from time to time.]

Weekends: There may be the equivalent of one night of homework.

Vacations: No homework over vacations is the general rule (unless makeup work is necessary.)

Long-term illness: Parent should contact the school and individual arrangements will be made.

Responsibilities for Students

- Students are responsible for listening to directions for homework, for asking questions at the time directions are unclear, and for writing down the assignments when given. There is an expectation that K-3 students will have additional assistance from parents and teachers as needed.
- Students 4th-8th grades have the primary responsibility for completing homework.
- Students, 4th-8th grades should be able to do homework independently, with a minimum of supervision.
- Students, 4th-8th grades are solely responsible for checking to see that they have the proper materials with them before they leave school.

Responsibilities for Teachers

- Homework is application of skills taught, not new learning.
- Teachers will clearly assign and check homework.
- Homework should not be excessive, i.e., should not take more time than the guidelines set for each level, given a reasonable effort and attention by the student.
- Teachers will help and encourage students to note assignments correctly.

Responsibilities for Parents/Guardians

- Parents or guardians should see the completed homework.
- Parents or guardians should provide a quiet, well-lighted space for homework, free from distractions.
- There should be a clearly designated, uninterrupted time for homework, rather than "spread" over an entire evening.
- Parents and guardians are responsible for having their child complete missed homework due to any absence from school. Homework difficulties should be promptly reported to the teacher.

Helping With Homework

Students need to know that homework is an essential part of the learning process. Teachers motivate students to learn, but students must do their own learning. Homework helps students become independent learners and gives them an opportunity to study a topic in depth and to broaden their interests. Impress upon your children that homework assignments will be given, and that it is important that they be completed carefully. You can help your child learn how to study, and you can encourage your child to complete homework assignments.

- Provide a quiet place to study
  If no quiet place is available, consider having "quiet time," when everyone in the house works on a quiet activity homework, reading, doing the bills. If your children see you reading or working quietly, this will tell them that you think this is important.

- Set a specific study time
  Do allow a little flexibility in the schedule, so your children can attend special events or participate in activities.

- Teach your children to write down homework assignments
  - together determine what needs to be done and in what order
  - approximate how long each assignment will take
  - breaking down large amounts of work into smaller segments makes the end goal easier to reach.

A step-by-step approach to the work will also help with concentration.

- Suggest that your children work on the harder assignments first, while their energy level is high.

- Show your children how to preview material. For a reading assignment, have your children first read the introduction, section heads, and summary. In that way, they will have an idea of what they will be reading.

- Teach them to look for key ideas, words, and phrases and to take notes on them. The major points are usually in capital letters or bold or italic type.

- "Test" your children as they work their way through assignments. It will become apparent which areas need more work and which areas the children understand.

- Suggest that your children take short breaks to get mentally and physically refreshed.

- Allow children to do their own homework. It is a mistake to do your children's homework for them. Instead, show them how to do it.

- There are bound to be occasional "homework hassles," but if children understand that is an expectation, why they have to do it, know how to do it, and come to see that you think it is important, there should be fewer hassles.

Parent-Guardian/Student/Teacher Contract

We know that students learn best when everyone works together to encourage learning.
Student Goals:

- I will attend school regularly and be on time.
- I will do my best in class and on my schoolwork.
- I will ask for help when I do not understand something.
- I will come prepared each day (supplies, books, completed work.)

- I will keep a positive attitude towards self, others, school and learning.
- I will discuss with my parents/guardians what I am learning about in school.
- I will read frequently at home.

Parent/Guardian Goals:

- I will ensure that my child attends school regularly and is on time.
- I will provide enough time and an environment at home that allows my child to complete schoolwork and/or study at home.
- I will encourage my child to do his/her best work.
- I will be aware of my child's progress by attending conferences and requested meetings, monitoring homework, checking schoolwork and communicating with school staff.
- I will reinforce to my child the importance of respect for self and others.

Teacher Goals:

- I will be a positive role model.
- I will provide a positive learning environment that builds self-esteem and academic knowledge where students can be successful.
- I will maintain high expectations for the students and myself.
- I will communicate and work with families to support student learning.
- I will show respect to parents, students, and family situations.
- I will encourage good reading habits and student skills.

Parent-Guardian/Teacher/Student Conferences

Conferences are scheduled twice each year (fall and spring) for the purpose of reporting and discussing student progress as mutual shareholders in student achievement. Accommodations are available for parents or guardians with disabilities to attend all conferences. Students are expected to participate along with their parents in these important meetings. Conferences will occur during the first trimester for students in grades Early Childhood - 8. The spring conference will be scheduled only at the request of the teacher or parent for all students.

Contacting Teachers

Teachers are available to discuss concerns whenever they occur. Parents/guardians are encouraged to contact their child's teachers on a regular basis, either by telephone, or by appointment. Telephone, leave a voice mail message, and the teacher will return your call at his/her first opportunity. Teachers are not available during the school day to confer with parents/guardians when they are engaged in scheduled responsibilities. Informal meetings when teachers are supervising students are not possible.

Home & Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing home and hospital student instructional services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Chapter 3 – Student Fees & Meal Costs

Student Fees

The Board annually adopts a schedule of fees charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students receiving a fee waiver are not exempt from charges for technology lost or damaged textbooks/school library books, locks, materials, supplies, and equipment.

Waiver of Student Fees

A student shall be eligible for a fee waiver when he or she currently lives in a household that meets the same income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The District may require family income verification at the time an individual applies for a fee waiver and anytime thereafter. The superintendent shall provide additional consideration for a waiver of fees, on a case-by-case basis, according to the Union Ridge School District 86 Board of Education policy 4:140.

Verification

All fee waiver applications are processed in accordance with State law requirements. Verification of family income may be requested at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60-calendar days. Any information obtained from a family income verification process for a waiver of fees will not be used to determine free or reduced-price meal eligibility.

Determination and Appeal

Parents/guardians will be notified within 30 calendar days after the receipt of a fee waiver request. if the fee waiver request has been approved or denied. Parents/guardians who are denied a waiver of fees can file an appeal with the superintendent. The District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees appropriate appeal process.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the year.

School Breakfast/Lunch Programs

Union Ridge School provides lunchroom facilities that serve a cold breakfast (cereal, juice, muffins, etc.) and hot lunches according to National School Lunch Program guidelines. Menus and order envelopes are sent home each month for the breakfast and hot lunch programs. Milk is included in the breakfast and hot lunch price. Students must pre-order breakfast and/or lunches a month at a time. Cost for breakfast is $2.25 per day, (reduced breakfast is $.30 per day) cost for lunch is $3.40 per day (reduced lunch is $.40) milk only cost $.30 per carton. Payment in cash (or by check made out to Union Ridge School) must be returned with the menu in an envelope marked with the student's, and homeroom teacher's, name. Tickets are issued each day to students who have ordered breakfast and/or lunch. Milk tickets are also sold. Credit will be issued to a student, if he or she is absent on a day lunch is ordered. It is the student's responsibility to redeem the credit within the time given.

- **PLEASE NOTE:** There is a $25.00 fee charged for each returned check.

Free and Reduced Price Food Services

Your child may be eligible free or reduced price breakfasts and lunches. Applications are distributed to all students at the beginning of each school year, are available at the school office, and on the School website at www.urs86.org. The Federal Income Eligibility Guidelines, and family-size income standards set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education shall determine a student's eligibility for free and reduced-price food services.

Right of Appeal

A family may appeal the District's decision to deny application free or reduced-price food services or to terminate such services by contacting the U.S. Department of Agriculture as indicated on the Free/Reduced Lunch Application

Chapter 4 – Student Arrival & Dismissal Procedures

Student Drop-off/Pick-up Lanes

Students may be dropped off or picked up in the lane directly in front of the school building on Cassata Lane. Vehicles will be permitted to stop only to drop off students or pick them up in this lane and immediately move on. No parking or waiting is permitted in this zone. Vehicles are not to stop and wait for students. If students are not present, circle around again.

Student Entry & Dismissal Areas

Early Childhood and kindergarten students will enter school through the parking lot courtyard entrance. Cars will enter the parking lot at the north driveway; follow arrows to the gate, drop students off, and exit through the south driveway. Supervision is provided for students when they are dropped off and picked up this way. There is no provision for parking in the lot, as it is filled by staff and visitors' vehicles. Please do not stop in the line except when picking up your children at the gate/entrance. If you wish to meet your children at the door, park elsewhere and walk to the door where they are to be dismissed. Children are not permitted to walk through the parking lot. If children walk to school with older siblings, they may enter at the Oak Park Entrance.

Grades 1 – 2
Line up and enter at the
Oak Park Entrance. (flag pole door)
Dismissal is from the same door

Grades 3 – 4 – 5
Line up for entrance at the
main doors on Cassata Lane.
Dismissal is from the same door.

Grades 6-8
Line up for entrance at the
West Doors on Cassata Lane
(middle school door) Dismissal is
Dismissal is from the same door

Early Childhood/Kindergarten

Parents of early childhood or kindergarten students using the drive-through, pick-up area are referred to regulations in the Early Childhood/Kindergarten Parent Handbook. Early Childhood and kindergarten students who are not picked up within 10 minutes of dismissal time are to be picked up in the office.

No Parking Areas

Parking or waiting is prohibited along Cassata Lane and Oak Park Avenue, as specified by signs. Street parking is available west of the school building on Cassata Lane or in the lot directly across the street from the school on Cassata Lane and Oak Park Avenue. Police will be enforcing posted regulations from the start of the school year. Do not park in the student drop-off area immediately in front of the building. The parking lot behind the building on Oak Park Avenue is reserved for staff members only.

School Bus Zone

Only school buses are permitted to park directly in front of the school. Please do not attempt to park in the bus zone at any time on school days.

Crossing Carl Cassata Lane

Students will be directed to cross Carl Cassata Lane at the intersection of Carl Cassata and Newcastle only. Please instruct your children to cross only at this corner where they are protected by stop signs and a crossing guard. School personnel and crossing guards will not permit children to cross the street except at this intersection.

Chapter 5 – Health & Safety

Immunizations, Health, Eye, & Dental Examinations

As required by State law, all students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade
- Proof of immunization against meningococcal disease is required for students in grades 6
- A diabetes screening must be included as part of the health exam (though diabetes testing is not required.)

- Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school shall 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 the first day of school, the student must present, by the first day of school, 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.

Eye Examination

All students entering kindergarten or the school for the first time must present proof before October 15, of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. Failure to present proof by October 15, 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 October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. 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 at least 60 days after May 15.

Exemptions

Exemptions from the above requirements may include:

- Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

- Religious grounds if the student's parent/guardian presents to the building principal a completed "Certificate of Religious Exemption;"

- Health examination or immunization requirements on medical grounds if a physician provides a written note

Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Emergency Information and Accidents at School

Emergency information must be on file prior to each student's first day of school. Current, complete emergency information is very important. Accidents are to be reported as soon as possible on the proper form available in the office. If a student is involved in an accident at school, only emergency first aid will be provided. School employees will not make medical decisions. Paramedics will be called for serious emergencies when time is vital; every effort will be made to contact parents or guardians regarding an accident at school. **Please notify the school office if emergency names, phone numbers, or your child's health conditions change at any time during the school year.**

Student Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for the 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 a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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 shall 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 policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The following procedures must be followed for authorization of school personnel to dispense medication to your child:
Written orders from the treating physician on a School Medication Authorization Form.

- A written request from the parent or guardian giving permission for school personnel to dispense medication.
- Medications must be in pharmacy - labeled bottles or boxes with appropriate dispensing information.
- Over–the-counter medications must be brought to school with the manufacturer's original label with ingredients listed and with the student's name affixed to the container.

A student may possess and epinephrine auto-injector (EpiPen©) and/or asthma medication prescribed for use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Epinephrine Auto-Injectors

The District may implement Section 22-30 (f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors prescribed in the name of the school district and provide or administer them as necessary according to State law. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

No one including without limitations parents/guardians of students should rely on the District for an availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Safety Drill Procedures

During the academic year, students will participate in a minimum of three school evacuation drills, one bus evacuation drill, two severe weather, and shelter–in-place drills (tornado & earthquake).

Chapter 6 – School Rules & Student Conduct

Union Ridge School Rules

Students are responsible for knowing and following school rules and procedures:

- Students will follow directions the first time.
- Students will respect others and their property.
- Students will behave in a manner that will ensure a safe and orderly environment.

Behavior of students should be such that the educational process can proceed in an orderly manner. All students are expected to conduct themselves appropriately by using self-control, by demonstrating respect for adult authority, and by striving to develop acceptable habits and attitudes. It is expected that staff members, students, and parents will work together to support and enforce the discipline code to maintain a successful learning environment for all students. Either the teachers or the administration will deal with any misconduct immediately, fairly, and consistently. This action may range from a verbal reprimand to expulsion by the Board of Education. A progression of disciplinary actions will be followed in dealing with student behaviors that remain unchanged. A behavior matrix is located on the Union Ridge School website at www.urs86.org.

School Dress Code & Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Students must be clothed from shoulders to mid-thigh. Tops must completely cover the midsection, and underwear must not be visible. Shoes must be worn. Flip-flops are not allowed. Students will be required to change clothing having inappropriate pictures, labels, or slogans. Excessive use of makeup and perfume are also discouraged. Hairspray is prohibited for safety reasons. Hairstyles considered a distraction to the educational process is unacceptable. All piercings must be removed during gym and any school related sports activity.

Toys

Students should leave all toys at home; this includes video games, hand held games, action figures, dolls, trading cards etc. Music players are allowed during lunch and recess, but must have headphones, and any inappropriate music will be confiscated. Parents may pick up these materials in person at the office.

Bicycles, Rollerblades, Scooters & Skate Boards

These objects cannot be used on school premises during official school office hours (8:00 am - 4:00 pm). Once a student enters school property these objects must be stored properly.

Loss or Damage to Property

Students will be required to pay for any loss or damage to school property caused by their actions. The school will not be responsible for property of one student that is lost or damaged by another student. The law holds parents responsible. Fines will be assessed if a textbook or library book is lost or damaged, or if there has been property damage i.e. other school supplies, laptops, or I-Pads due to carelessness on the part of a student.

Personal belongings brought to school are done so at the individual student's own risk. The responsibility for their safekeeping remains with the student. Items that are disruptive to the educational process will be confiscated and may be returned to a parent at the discretion of the Principal.

Lost and Found

Found items should be taken to the office. Valuable items that are turned in will be kept in the office; others are placed in the lost and found collection for claiming. Unclaimed items will be given to a charitable organization at the end of each trimester. Parents are urged to place names on all clothing and articles brought to school.

Student Behavior

The goals and objectives of School Board Policy 7:190 *Student Behavior* are to provide effective discipline practices that (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Tobacco, Smoking, and Alcohol

The school building and school grounds are smoke free in accordance with Board of Education policy. In accordance with Illinois law, smoking and alcohol use by minors is prohibited. Possession or the evidence of the use of tobacco, electronic cigarettes, alcohol, or drugs at school or school sponsored events, including on the way to or from school, will be considered as grounds for suspension or expulsion.

Weapons

A student found in possession of a "weapon" on school grounds, as defined, but not limited to a firearm, knife, brass knuckles, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm, may face a suspension of up to two years as defined in school board policy.

Prevention 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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- 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 district complaint manager or any staff member with whom the student is comfortable speaking. 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 Manager
Mr. Michael Maguire, Superintendent
Union Ridge School District 86
708-867-5822 ext. 404
mmaguire@urs86.org

Complaint Manager
Mrs. Margaret Kyne
Union Ridge School District 86
708-867-5822 ext. 409
mmkyne@urs86.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.

Sexual Harassment & Teen Dating Violence Prohibited

Board of Education Policy 7:20 prohibits any person from harassing, intimidating, or bullying a student based on the student's immigration status, actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression.

Board of Education Policy 7:185 prohibits 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. For purposes of this policy, the term teen dating violence occurs whenever a student 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.

Reporting Incidents of Harassment, Bullying, Intimidation

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence, bullying, harassment, or other prohibited conduct to the principal, social worker, teacher, support staff, or to the superintendent being the designated complaint manager identified in school district policy 7:20.

A student may choose to report to a person of the student's same sex. Complaints are confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Uniform Grievance Procedure

Any student, parent, or guardian who feels their rights have been violated regarding equal education, sex equity, harassment, bullying, or teen dating violence may file an equity complaint by following Board Policy 2:260, Uniform Grievance Procedure.

Suspension and Due Process Procedures

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons, property, or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the student's parents or guardians. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and notice to the parents or guardians of their right to a review of the suspension. The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.

4. Upon request of the parents or guardians, a review of the suspension shall be conducted by the Board of Education or hearing officer appointed by the Board. At the review, the student's parents or guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion and Due Process Procedures

1. Before a student may be expelled, the student and his or her parents or guardians shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested.

The request shall include:

a) Reason for the proposed expulsion as well as the conduct rule the student is charged with violating.
b) The time, date, and place for the hearing.
c) A short description of what will happen during the hearing.
d) A statement indicating that the School Code allows the Board of Education to expel a student for a definite amount of time not to exceed 2 calendar years, as determined on a case-by-case basis.
e) A request that the student, parents, or guardians inform the District if an attorney will represent the student and, if so, the attorney's name.

2. Unless the student and parents, or guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer that shall be appointed. If a hearing officer is appointed action as it finds appropriate, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his/her parents or guardians may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

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 who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Access to Student Social Networking Passwords & Websites

State law requires the District to notify students and their parents/guardians of each of the following: School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking websites include Facebook, Instagram, Twitter and ask.fm.

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 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.

Paging Devices Prohibited

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones & other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
- They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment or otherwise violate student conduct rules.
- They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting.

Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Lunch Discipline Notices

Student behavior problems in the lunchroom will be handled in the following manner:
1st Infraction:
A warning of lunch suspension notice shall be sent to the parent. A copy will be given to the Principal and homeroom teacher. It must be signed by a parent and returned to school the following day.

2nd Infraction:
A warning of lunch suspension notice shall be sent to the parent. This warning notice will state that any further misbehavior will result in suspension of lunchroom privileges. A copy will be given to the Principal and homeroom teacher. It must be signed by a parent and returned to school the following day.

3rd Infraction:
A suspension of lunchroom privileges for five (5) days. A notice will be sent to parents and a copy will be given to the Principal and homeroom teacher.

4th Infraction:
A suspension of lunchroom privileges for ten (10) days. A notice will be sent to parents and a copy will be given to the Principal and homeroom teacher.

Any infraction that occurs after the fourth infraction will result in removal of the student from the lunchroom for the remainder of the school year.

The Principal will suspend from the lunchroom immediately, without first or second infraction warnings, any student who has committed a serious offense. Parents will be called and such suspensions shall be for five (5) days or more. All suspensions shall take place as soon as possible after the infraction occurs. Normally the suspension will be in effect within 24 hours.

Chapter 7 – Internet, Technology & Publications

Appropriate Use of Technology & Internet Resources

The primary purpose of technology systems at Union Ridge is to improve/enhance learning and teaching. The guidelines below are meant to help students, teachers, and parents understand appropriate use of technology and resources for this purpose. The use of technology, network, and other resources at Union Ridge is a privilege. It is expected that students will use these resources responsibly and for educational purposes that align with the mission and philosophy of the school. As such, technology and other resources available and used at the school may be accessed by faculty and administrators at any time. The Union Ridge Network and internet access is a shared resource. Please use it responsibly. Internet access on campus is monitored and filtered. Our goal is not ultimately to restrict student access, but to educate students about responsible and appropriate use. If we find a student accessing inappropriate material at school, we will have a conversation with him or her first. If the behavior is repeated or impacts other students, disciplinary action and a conversation with parents/guardians will follow.

iPads: Each Union Ridge School sixth, seventh, and eighth grade student is provided an iPad, purchased by the District, for instructional use during the school year.
Chromebooks: Beginning with the 2017-2018 all fifth grade students will have access to their own Union Ridge School-issued Chromebook for learning opportunities at school.

Each 5th – 8th grade student and his or her parent/guardian must both sign an *"Acceptable Use Policy"* form before the student is granted permission to take home a Union Ridge School-issued iPad or Chromebook.

Please read the *"Acceptable Use Policy"* document carefully before signing.

PLEASE NOTE: Beginning with the 2017-2018 school year, all parents are required to purchase Chromebook and/or iPad insurance. The cost of the insurance per year is minimal, has zero deductible and will protect your student's Chromebook/iPad against theft/burglary; accidental damage(cracked screens/liquid spills), fire, power surge, vandalism, and natural disasters. It does not protect against cosmetic damage, electrical or mechanical breakdown, theft from an unlocked vehicle, mysterious disappearance/lost, wear and tear.

Guidelines for Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- Student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required. The material may be distributed at times and locations determined by the building principal.

- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

- Distribution must be done in an orderly and peaceful manner, and may not be coercive.

- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

Students must not distribute material that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;

- Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language or sexting as defined by School Board Policy and Student Handbook.

- Is reasonably viewed as promoting illegal drug use; or primarily prepared by non-students and distributed in elementary and/or middle schools.

Student may use the School District's Uniform Grievance Procedure to resolve a complaint. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and is in compliance with above listed guidelines.

The definition of "publication" includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Chapter 8 – Search and Seizure

Search & Seizure

School authorities may inspect and search school property and equipment owned or controlled byte school (such as lockers, and 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 Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs. 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

District's student conduct rules. The search itself must be conducted in a manner that is reasonable, related to its objective, and not excessively intrusive in light of the student's age, sex, and nature of the infraction.

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken.

Chapter 9 – Athletics and Extra-Curricular Activities

Attendance Requirement

Students not in attendance during the school day, for any reason, are not eligible to participate in after-school, extra-curricular activities.

Academic Eligibility

Students in extra-curricular athletic programs must pick up an academic eligibility sheet each week from their coach. They must have each of their classroom teachers initial the eligibility sheet by Thursday of each week to be eligible for the following week. If the student is meeting grade level standards, the teacher will initial his/her subject area. If the student's progress is unsatisfactory, the teacher will not initial the eligibility sheet. If a student is missing work or failing tests, the teacher will indicate that in the comment box.

Eligibility sheets are due in the office on Thursday by 4:00 p.m. Coaches will be notified on Friday afternoon which students are eligible for the next week. They will receive all completed eligibility sheets from the office. Ineligible students must attend practice, but cannot participate in games. If they stay after school with a teacher, they will come to practice when the after-school session ends. Students ineligible two (2) times during a specific athletic season will be dropped from that team.

Student Athlete Concussions and Head Injuries

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

A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois, or a certified athletic trainer.

If <u>not</u> cleared to return to that contest, a student athlete may not return to play or practice until he or she has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Chapter 10 – Special Education

Education of Children with Disabilities

School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the "Individuals with Disabilities Education Act" (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities" means children between ages 3 and 15 inclusive for whom it is determined that special education services are needed If necessary, students may also be placed in nonpublic education programs or education facilities.

Chapter 11– Student Records & Privacy Protection

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parents or guardians may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: 1. that is created by a person or entity other than a District official, staff member, or student, 2. Regardless of whether the student answering the questions can be identified, and 3. Regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parents or guardians.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships such as those with lawyers, physicians and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parents or guardians
- Income other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parents or guardians may inspect the survey upon request, and within a reasonable time of their request, may refuse to allow their child to participate in the survey. The school shall not penalize any student whose parents or guardians exercised this option.

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. 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. State and federal law grants students and parents or guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant.

All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Local, State, and Federal laws require that information from student's records be held confidential. This same law requires that rules and procedures be established to maintain this privacy, as well as to indicate all of those people who have had access to the student's records. In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other unless there is a court order specifically on this point. Any parent may have access to his/her student's records for reviewing them.

Upon request, the District discloses school student 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.

Student Directory Information

Directory information about a student may be released without the parent's or guardian's prior consent according to State law. Parent or guardians who do not want their child's information including the child's name, names of parents, address, and phone number published in the annual school directory have the opportunity to indicate so on the child's registration forms.

Chapter 12– Parental Rights Notifications

Teacher Qualifications

As a parent or guardian of a Union Ridge School student, you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding your child's classroom teachers includes, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive any of the above information, please contact the school office.

Parents/guardians will be notified if, at any time, their child has been taught for four or more consecutive weeks by a teacher who has not fully completed State qualification and licensing criteria.

Student Testing & Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

Students in grades 3-8 are administered the State assessment known as the *Partnership for Assessment of Readiness for College and Careers*, also known as PARCC.

Homeless Child's Right to Education

Children defined as homeless must be provided equal access to the same free, appropriate public education as provided to other children, including a public pre-school education. Any homeless child shall be immediately enrolled, even if the child's parent or guardian is unable to produce immunization and health records normally required for enrollment.

School District 86 Board of Education Policy 6:140, governs the enrollment of homeless children as required by the *McKinney Homeless Assistance Act*, and Illinois State law. The superintendent or his designee shall give special attention to ensuring the immediate enrollment of homeless children who are not currently attending school.

Sex Education Instruction

Union Ridge School provides the State of Illinois mandated sex education program to all students in grades 5-8 as part of the health curriculum. This program consists of the most current information available on (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in grades 5-8. In addition, consequences of sexual activity, sexually transmitted diseases, including AIDS, and precautions to avoid disease and pregnancy are covered in this curriculum. Students in grades 5-8 also participate in a sex education program at a health education center.

Students will not be required to take or participate in any class or course in comprehensive sex education 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. 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. Parents who do not wish their child to participate in this aspect of health education must submit a request in writing to the Principal.

Parent Involvement Compact for Title I Program

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in federally funded programs, under Title I. These programs activities and procedures are described in District and School level compacts made available to parents of students participating in Title I programs at the beginning of the school year.

English Learners

The District offers opportunities for resident 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. 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 Learners program.

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/guardian/teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

As required by the Structural Pest Control Act, 225 ILCD 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/. The district must maintain a registry of parents and guardians of students who have registered to receive an e-mail or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office. Notification will be given before application of the pesticide. Prior notice is not required if there is no imminent threat to health or property.

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.

Sex Offender Notification Law

State Law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is: a parent or guardian of a student attending the school and has notified the school office or principal of his or her presence at the school for the purpose of: attending a conference in regard to his or her child in which evaluation and placement decisions may be made with respect to special education services, or retention and promotion.

Violent Offender Community Notification

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

The Illinois Sex Offender Registry can be accessed on the Illinois State Police's website at: http://www.isp.state.il.us/sor/

The Illinois Statewide Child Murderer and Violent Offender Against Youth Registry can be accessed on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/

Appendix:

School Board Policies

2:260 Uniform Grievance Procedures
6:170 Title I Programs
7:20 Harassment of Students Prohibited
7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
7:185 Teen Dating Violence Prohibited
7:190 Student Behavior
7:200 Suspension Procedures
7:210 Expulsion Procedures
7:290 Suicide and Depression Awareness and Prevention
7:305 Student Athlete Concussions and Head Injuries

Board of Education

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

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 ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Michael Maguire
Name
4600 N. Oak Park Ave., Harwood Heights, IL
Address
mmaguire@urs86.org
Email
708-867-5822, ext. 404
Telephone

Complaint Managers:

Michael Maguire
Name
4600 N. Oak Park Ave., Harwood Heights, IL
Address
mmaguire@urs86.org
Email
708-867-5822, ext. 404
Telephone

Mrs. Margaret Kyne
Name
4600 N. Oak Park Ave., Harwood Heights, IL
Address
mkyne@urs86.org
Email
708-867-5822
Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200-40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

ADOPTED: November 12, 2015

Instruction

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §63016514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: February 16, 2017

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, 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.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Michael Maguire
Name
4600 N. Oak Park Ave., Harwood Heights, IL
Address
mmaguire@urs86.org
Email
708-867-5822, ext. 404
Telephone

Complaint Managers:

Michael Maguire	Mrs. Margaret Kyne
Name	Name
4600 N. Oak Park Ave., Harwood Heights, IL	4600 N. Oak Park Ave., Harwood Heights, IL
Address	Address
mmaguire@urs86.org	mkyne@urs86.org
Email	Email
708-867-5822, ext. 404	708-867-5822
Telephone	Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: October 16, 2014

Students

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 District goals.

Bullying on the basis of actual or perceived race, color, national origin, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the

creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. 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.

Complaint Manager:

Dr. Michael Maquire
Name
4600 N. Oak Park Ave., Harwood Heights, IL
Address
mmaguire@urs86.org
Email
708-867-5822, ext. 404
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.

   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

   c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.

   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

   The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. 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.

8. A student will not be punished for reporting bullying or supplying information, even if the District'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.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

    a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
    b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
    c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
    d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: June 15, 2017

Students

Teen Dating Violence Prohibited

Each student has the right to a safe learning environment. 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 unacceptable and prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student 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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
   a. 7:20, *Harassment of Students Prohibited.* This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
   b. 7:180, *Preventing Bullying, Intimidation, and Harassment.* This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
   b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited.*
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content.* This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development.*
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated by Reference:	7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying and School Violence)
LEGAL REF.:	105 ILCS 110/3.10.
CROSS REF.:	2:240 (Board Policy Development), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)
ADOPTED:	June 15, 2017

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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; or
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.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
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 or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's 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's 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

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. 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 tablet or powdered form.

g. "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.

h. 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. 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.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited.*
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.

The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct.*
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures.* A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures.* A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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.

Corporal punishment is prohibited. 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.

Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 18, 2016

Students

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the 2016-2017 school year.

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
    a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
    e. Depending upon the length of the out-of-school suspension, include the following applicable information:
        i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
            a) A threat to school safety, or

b) A disruption to other students' learning opportunities.

ii. For a suspension of 4 or more school days, an explanation:

a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: 105 ILCS 5/10-22.6.
Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: May 18, 2016

Students

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student's prior suspension(s).
   e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.

c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-22.6(a).
Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: May 18, 2016

Students

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 Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
   a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
   b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
   a. For students in grades 7 through 8, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
   b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
   a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
   b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.

c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program,* and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 105 ILCS 5/2-3.163, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
745 ILCS 10/.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: December 3, 2015

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
   a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
      ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
   g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion,* which includes its *Return to Play (RTP) Policy.* These specifically require that:
   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require all student athletes to view the Illinois High School Association's video about concussions.
4. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: February 16, 2017