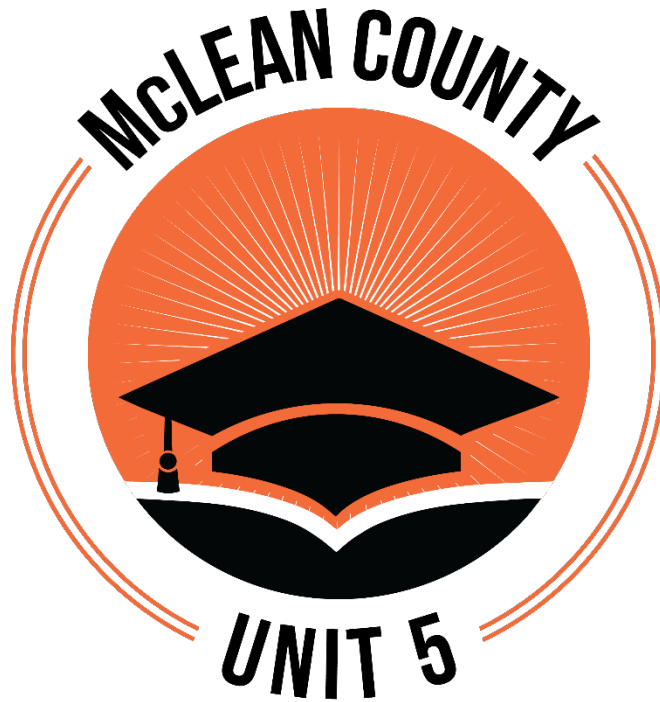


McLean County Unit District No. 5

Junior High School Handbook

2020-2021



**Chiddix Junior High School
Evans Junior High School
Kingsley Junior High School
Parkside Junior High School**

McLean County Unit District No. 5

Chiddix Junior High School

300 S. Walnut Street
Normal, Illinois 61761
Main Line: (309) 557.4405
Attendance Line: (309) 557.4454
Fax: (309) 557.4506
Web address: www.unit5.org/cjhs
Mr. Jim Allen, Principal
Mrs. Wendy Davis, Associate Principal

Evans Junior High School

2901 Morrissey Drive
Bloomington, Illinois 61704
Main Line: (309) 557.4406
Attendance Line: (309) 557.4455
Fax: (309) 557.4507
Web address: www.unit5.org/ejhs
Mr. Christopher McGraw, Principal
Ms. Melinda Miethe, Associate Principal

Kingsley Junior High School

303 Kingsley Street
Normal, Illinois 61761
Main Line: (309) 557.4407
Attendance Line: (309) 557.4456
Fax: (309) 557.4508
Web address: www.unit5.org/kjhs
Ms. Stacie France, Principal
Mr. Shane Hill, Associate Principal
Mr. Dennis Larson, Assistant Principal

Parkside Junior High School

101 N. Parkside Road
Normal, Illinois 61761
Main Line: (309) 557.4408
Attendance Line: (309) 557.4457
Fax: (309) 557.4912
Web address: www.unit5.org/pjhs
Ms. Suzzette Hesser, Principal
Mr. DeAndre Henderson, Associate Principal

McLean County Unit District No. 5 Contact Information	9
<i>Section 1 - General Information and Notices</i>	10
OVERVIEW	10
McLEAN COUNTY UNIT 5 SCHOOLS MISSION STATEMENT	10
McLEAN COUNTY UNIT 5 SCHOOLS DIVERSITY STATEMENT	10
1.00 School Operations During a Pandemic or Other Health Emergency	10
Visitors	11
Animals on School Property	13
School Volunteers and Visitors	13
Emergency School Closings	13
Video & Audio Monitoring Systems	13
Accommodating Individuals with Disabilities	13
MCLEAN COUNTY UNIT 5 MEAL PROGRAMS INFORMATION	14
ENTERING PAYMENTS ONLINE USING FAMILY PORTAL	14
IDENTIFYING STUDENTS IN THE BREAKFAST & LUNCH LINES	14
FOOD SERVICE ACCOUNT	14
ALA CARTE PURCHASES	14
STUDENTS QUALIFYING FOR FREE OR REDUCED-PRICED MEALS	14
<i>Section 2 - Academic Program</i>	15
OVERVIEW	15
INSTRUCTIONAL MATERIALS CENTER	15
PHYSICAL EDUCATION	15
COMPUTER TECHNOLOGY	16
HOMEWORK	16
GRADE REPORTS	16
<i>Section 3 - Attendance & Promotion</i>	16
<i>ATTENDANCE</i>	16
ARRIVAL TIME PROCEDURE	16
Overview	16
DISMISSAL TIME PROCEDURE	16
Unit 5 Bus Riders	17
Car Transportation	17
Walkers	17
Excused Absences	17
Unexcused Absences	17


Reporting Absences	18
<p>Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:45 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:45 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.</p>	
When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.	18
Procedure for Leaving School Early	18
Procedure for Arriving Late to School	18
1. If students are not in their first period class at 8:45 a.m., they must check in at the main office before reporting to any class. If the tardiness was not previously reported, the student's parent/guardian may be contacted.	18
2. Students will be given the yellow copy of an Absent/Tardy Notice with which they will be admitted to class that day. This copy is for the student to keep.	18
3. Students will receive progressive consequences for repeated unexcused tardies.	18
Prearranged Absences	18
WITHDRAWAL FROM SCHOOL	18
Release Time for Religious Instruction/Observance	19
ATTENDANCE AT SCHOOL ACTIVITIES	19
MAKE-UP WORK	19
Arranging Make-Up Work	19
Make-Up Work for Absences	19
FALSIFICATION OF ATTENDANCE INFORMATION	20
CHRONIC ABSENTEEISM	20
HOME and hospital INSTRUCTION	21
GRADING & PROMOTION	21
<i>Section 4 - Student Fees</i>	22
Overview	22
Fines, Fees, and Charges; Waiver of Student Fees	22
<i>Section 5 - Transportation & Parking</i>	23
Overview	23
Bus Transportation	23
Bus Assignment	23

Bus Service	23
GENERAL RULES FOR UNIT 5 SCHOOL BUS RIDERS	23
Bus Discipline	24
PRIVATE TRANSPORTATION	24
BICYCLES	24
PEDESTRIANS	24
TRANSPORTATION FOR SCHOOL ACTIVITIES	25
Parking	25
<i>Section 6 - Health & Safety</i>	25
SCHOOL NURSE	25
ILLNESS OR ACCIDENTS AT SCHOOL	25
Emergency numbers	26
Immunization, Health, Eye and Dental Examinations	26
EYE EXAMINATION	27
DENTAL EXAMINATION	27
EXEMPTIONS	27
Student Medication	27
Student concussions and head injuries	30
DISABILITY ASSISTANCE	31
HEALTH INFORMATION	31
Counseling	31
Safety Drill Procedures and Conduct	31
Reunification Site	32
In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following junior high schools:	32
Communicable Diseases	32
Head Lice	32
STUDENT INSURANCE	33
Care of Students with Chronic Health Conditions	33
TREATS AND SNACKS [K-8]	34
<i>Section 7 - Discipline & Conduct</i>	34
School Dress Code / Student Appearance	34
STUDENT BEHAVIOR	35
Gang AND Gang Activity	40
Vandalism/Damage to Property	40

Bullying, Intimidation and Harassment	40
Theft or Possession of Stolen Property	42
Delegation of Authority	42
Obstruction of an Investigation	42
Insubordination	42
Behavior at School Activities	43
Fighting	43
Public Display of Affection	43
Cafeteria Rules	43
Field Trips	43
BEHAVIOR CONSEQUENCES/INTERVENTIONS	44
OUT-OF-SCHOOL SUSPENSION	44
EXPULSION FROM SCHOOL	44
<i>Section 8 - Internet, Technology & Publications</i>	44
INTRODUCTION	44
SCOPE	45
TERMS AND CONDITIONS OF THIS AGREEMENT	45
Non-School-Sponsored Publications/Websites	47
GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS	47
<i>Section 9 - Search & Seizure</i>	48
Overview	48
SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS	48
STUDENT SEARCHES	49
SEIZURE OF PROPERTY	49
<i>Section 10 - Athletics and co-Curricular Activities</i>	49
Overview	49
CLUBS/ORGANIZATIONS	50
IESA	50
ATHLETIC ELIGIBILITY	50
PROCEDURE FOR INELIGIBLE STUDENT	50
REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS	50
DUAL PARTICIPATION GUIDELINES	50
Athletic Code	51
DRUGS, ALCOHOL AND TOBACCO	51

Travel	52
Behavioral Conduct	52
<i>Section 11 - Special Education</i>	52
Overview	52
Exemption From Physical Education Requirement	53
Request to Access Classroom or Personnel for Special Education Evaluation or Observation	54
<i>Section 12 - Student Records & Privacy</i>	54
Student Privacy Protections	54
SURVEYS BY THIRD PARTIES	54
SURVEYS REQUESTING PERSONAL INFORMATION	54
INSTRUCTIONAL MATERIAL	54
Student Records	55
<i>Section 13 - Parental Rights & Notifications</i>	57
Teacher Qualifications	57
Standardized Testing	58
Homeless Child's Right to Education	58
Sex Education Instruction	58
English Language Learners	59
School Visitation Rights	59
Pesticide Application Notice	59
Mandated Reporters	59
ASBESTOS MANAGEMENT PLANS	59
Transfer to Another School	59
Sex Offender Notification Law	59
Violent Offender Community Notification	60
Appendix	61
Procedure Supervised* Self-Administration of Medication	62
Title IX – Civil Rights	63
Online Privacy Statement	64
Waiver of Student Fees	66
Interscholastic Athletic activity Code	67
Parent/Student Forms	68
Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities	69

Medication Authorization Form	70
Athletic Permission Record	71
Concussion Information Sheet	72
Concussion sign-off form	73
CONCERN RESOLUTION Form	74
EXHIBIT - Acceptable use letter to parent/guardians	75
STUDENT AUTHORIZATION OF ACCEPTABLE USE OF ELECTRONIC NETWORKS	76

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339

Phone: 309.557.4400 ~ Fax: 309.557.4501

Web: WWW.UNIT5.ORG

General E-mail: DISTRICT@UNIT5.ORG

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lambole, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Kim Stewart, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lambole, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Romagnoli, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400

Human Resources

Rodger Baldwin, Director of Human Resources	557.4400
Monica Wilks, Human Resources Coordinator	557.4400

Legal

M. Curt Richardson, Attorney for the District	557.4400
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Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Jeff Malinowski, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400
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Operations

Joe Adelman, Director of Operations	557.4103
Doug Johnson, Supervisor – Maintenance/Grounds Services	557.4103
Craig Montgomery, Supervisor – Custodial Services	557.4103
JoAnna Rewerts, Director of Food Service	557.4437

SECTION 1 - GENERAL INFORMATION AND NOTICES**OVERVIEW**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website WWW.UNIT5.ORG/BOARD/POLICIES/ or at the Board office, located 1809 West Hovey Avenue, Normal, Illinois for current information.

McLEAN COUNTY UNIT 5 SCHOOLS MISSION STATEMENT

"Unit 5 will educate each student to achieve personal excellence."

McLEAN COUNTY UNIT 5 SCHOOLS DIVERSITY STATEMENT

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the District will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Director of Communications/Community Relations
Diversity Officer

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

(Updated: July 2020)

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois

Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

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

Cross Reference:

PRESS 4:180, *Pandemic Preparedness; Management; and Recovery*

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, identifying their name, the date and time of arrival, and the classroom or location they are visiting, show identification, and wear a visitor's badge. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office to sign out and return their badge before leaving the school.

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

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

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

ANIMALS ON SCHOOL PROPERTY

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

Cross Reference:

Board Policy 6.100, *Using Animals in the Educational Program*

Exhibit 6.100-E1, *Guidelines and Application for Using Animals in School Facilities*

SCHOOL VOLUNTEERS AND VISITORS

All school volunteers must complete the "Volunteer Information Form and Waiver of Liability" and be approved by the Building Principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal.

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

Cross Reference:

Board Policy 6.250, *Community Resource Persons and Volunteers*

Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*

Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station and the Unit 5 website to be advised of school closings. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If schools dismiss early for an emergency, all after-school functions are automatically cancelled.

VIDEO & AUDIO MONITORING SYSTEMS

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

Cross Reference:

Board Policy 4.110, *Transportation*

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities. The District will provide auxiliary aids or services where necessary and appropriate. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

Board Policy 8.70, *Accommodating Individuals with Disabilities*

MCLEAN COUNTY UNIT 5 MEAL PROGRAMS INFORMATION

McLean County Unit District 5 uses the family portal computerized point of sale system to track meal deposits and purchases. Parents and guardians may view activity in their accounts through the family portal from the McLean County Unit 5 webpage at www.unit5.org. Accounts are usually updated by 5 pm each day.

ENTERING PAYMENTS ONLINE USING FAMILY PORTAL

Parents may enter Visa or MasterCard payments from the Food Service tab in the family portal. Instructions for entering lunch payments through Family Access are available at www.unit5.org. Online payments are processed in “real time” and a confirmation email will be sent when credit card payments are added to your account.

IDENTIFYING STUDENTS IN THE BREAKFAST & LUNCH LINES

To identify students in the breakfast and lunch lines, each student enters a five digit personal identification number (pin) at the end of the serving line. Please remind your child not to share their pin number.

FOOD SERVICE ACCOUNT

Each family will have a food service account. If you have children in elementary or high school, all family members' purchases will be deducted from the same account. Deposits are made to one family account and the price of each child's lunch is subtracted from that account. Your head of household's username will give you access to view payments and purchases as well as enter payments online. If you need a username and password please contact the school office. If you would like separate lunch accounts for your children, please call the Food Service office at 309-557-4437. Once students have individual accounts, deposits must be sent separately for each student.

Please send deposits in an envelope listing student's legal name, head of household's full name and amount to deposit into the family account. Envelopes are available in the junior high cafeterias, and a drop box is located on the serving room door. Deposits in the drop box by 9:30 a.m. will be in your child's account before lunch that same day. Checks should be made payable to McLean County Unit 5 Food Service. The meal costs for breakfast and lunch are posted on the menus at unit5.org. Please do not combine checks for anything else with your food service deposit. There will be no change given. Whatever you send will be deposited into your account. Any checks returned from the bank will be subtracted from the lunch account and a \$25 fee will be charged for each returned check.

If students have a negative balance in their account, they will be offered a substitute lunch (such as peanut butter, crackers, milk, and fruit/vegetable) and charged for the cost. If the negative balance continues, the account will be turned over to collections.

Please use the family portal to view your child's account transactions. If you have any questions or concerns about your account please call the food service office (309-557-4437) as soon as possible. Adjustments to accounts must be made within 10 days of month end. If there is money left in the account at the end of the school year, the balance will be rolled over to the family account for the next school year. Families leaving the District should send a letter to the Food Service Office requesting payment of remaining balance. The District will refund balances that are over the cost of processing the refund check.

ALA CARTE PURCHASES

In addition to the lunch choices, students have the option of purchasing ala carte items each day. Some of our most popular choices are: the lunch entrée: bottled juice, cookie, or breadsticks w/pizza sauce. Please talk to your children to determine the amount of money needed in their account to cover these costs. If you prefer that your child be allowed to purchase only lunch and no ala carte items, please call the Food Service office at 309-557-4437.

STUDENTS QUALIFYING FOR FREE OR REDUCED-PRICED MEALS

Students that qualify for free meals do not need to deposit money for lunch. If your child wishes to purchase ala carte items, such as extra entrée, cookie, or bottled juice, you will need to deposit money for those items. The steps for payment are the same as described above.

Thank you for supporting the school breakfast & lunch programs. We hope this system will be convenient for you and your family. If you have any questions or concerns, please call 309-557-4437.

SECTION 2 - ACADEMIC PROGRAM

OVERVIEW

The junior high school curriculum offers students a wide variety of educational experiences designed to enrich and intellectually challenge all students. Students in 6th, 7th and 8th grade will take a core group of classes consisting of Language Arts, Literature and Composition, Math, Science, and Social Studies. All students will take Physical Education/Health. This is a yearlong course that combines physical fitness and conditioning, team and individual activities, and 6 weeks of classroom instruction in health education.

Students also enroll in a series of semester long elective classes. In 6th and 7th grade, this may include Art, Computers, Digital Media, FACS, and Gateway to Technology. In 8th grade, two semester long elective course options will be available from the following areas: Art, Digital Media, FACS, and Gateway to Technology.

In 6th, 7th and 8th grade, all music is an elective in which students may enroll in band, orchestra or chorus. Foreign language is also an elective in 8th grade, and includes choices in French, Spanish or German. These are high school courses and are offered during zero hour at each high school. Parents are required to transport students to the high school and they will return to their middle school via district transportation. Foreign language is a yearlong course and students that enroll will remain in the class for the duration of the year.

Specialized education programs are available that provide services for students with special needs. Their services include gifted education programs, 504 services, speech and language programs, CARES plans, and a variety of special education programs to meet the needs of all learners.

INSTRUCTIONAL MATERIALS CENTER

The IMC provides Information Literacy Instruction and 21st Century Skills through collaboration with classroom teachers. Various materials including print, audio, and online resources are available for use and check out; the loan period for most items is three weeks. Students are assessed late fees per school day per item if not returned by the due date. The IMC also promotes lifelong learning and reading through collaboration with the local public libraries and other Junior High libraries in programming and special events.

PHYSICAL EDUCATION

The basic uniform for physical education class consists of black shorts, grey T-shirt, socks and gym shoes. The student's last name should be on the back of the shirt in black letters and should also be on all other pieces of clothing and equipment. Towels must be brought from home.

MEDICAL EXCUSE FROM PHYSICAL EDUCATION/HEALTH

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

RELIGIOUS EXEMPTION FROM PHYSICAL EDUCATION/HEALTH

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

COMPUTER TECHNOLOGY

Unit 5 provides access to a variety of electronic devices, networking systems and software in order to promote educational excellence. Students who violate terms of the District's Acceptable Use of Electronic Networks Policy and related procedures will lose the privilege of using these resources and may also receive disciplinary action ranging from detention, suspension, expulsion, and/or appropriate legal action.

HOMEWORK

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or to apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete assignments within the allotted time frame.

The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

GRADE REPORTS

Student Academic Grade Reports are available through the parent portal link from either the Unit 5 website or the individual school website. Academic Report Cards are not mailed to parents with 6th – 12th grade students who have internet access, unless requested through the Guidance Office. If parents do not have internet access, your student's Academic Report Cards will be mailed to you at the end of each nine-week grading period. Parents/guardians are invited to contact teachers or counselors with any questions or comments regarding grades.

SECTION 3 - ATTENDANCE & PROMOTION**ATTENDANCE**

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross references:

Board Policy 7.70, *Attendance and Truancy*

ARRIVAL TIME PROCEDURE**OVERVIEW**

The school day starts at 8:45 a.m. The school will open for students at 8:20 a.m. All students must enter the building through the front doors. After students arrive on school grounds, they must stay until the end of the scheduled day. Leaving school grounds without permission after arrival is not permitted and will result in consequences ranging from a verbal reprimand to suspension from school.

DISMISSAL TIME PROCEDURE

At the end of the school day, students are expected to go to their lockers immediately and then leave the classroom area promptly, unless they have a scheduled activity or a meeting with a teacher. Students are to leave the building by 3:55 p.m.

Unit 5 Bus Riders

All students who are transported by Unit 5 buses must exit through the doors designated by the building administration.

Car Transportation

All students who are picked up after school by car should exit the building and be picked up in a location designated by the building administration.

Walkers

Walkers must exit through the doors designated by the building administration. Walkers may not be on the bus lane, or they will be treated as if they were out of their assigned area.

EARLY DISMISSAL

When weather requires that school be dismissed early, notification will be given to the news media so parents/guardians will know when school will be dismissed. All school functions are cancelled when school is dismissed early, unless a team is involved in IESA State Tournament play.

Student Absences

There are two types of absences: excused and unexcused as defined below. The school may require documentation explaining the reason for the student's absence.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

- Illness or injury
- Serious illness or death in the family
- Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required)
- Unavoidable accident or emergency
- Official school trips
- Observance of a Religious holiday or event
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Court Appearance (beyond student's control)
- Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
- Military Family Absence*
- Other situations beyond the control of the student as determined by the board of Education in Board Policy 7.70

*A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

- Lack of a ride to school
- Missing the school bus
- Oversleeping
- Participation in non-school sponsored activities
- Personal business
- Private vehicle breakdown or failure to start
- Vacation

Please note that by state law, students must be in academic classes 300 minutes a day (not including passing time) to receive a full day of attendance credit and 150 minutes to receive a half day attendance credit.

The school may require documentation explaining the reason for the student's absence.

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:45 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:45 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

Procedure for Leaving School Early

1. A parent/guardian must call the school to make arrangements for a student to check out early. This call should be made in advance when possible.
2. If the student's check out time is during a class period, the pass will be delivered to the classroom. If his/her check out time is during a passing period, the student may report directly to the office.
3. At the appropriate time, the student should report to the office and sign the Student Check-Out List. The student's copy of the Absent/Tardy Notice will be kept in the office until he/she returns to school.
4. All students checking out early must be picked up in the office and signed out by a parent or guardian, unless specific alternate arrangements have been approved.

If a student returns to school during the same school day in which the student left early, the student must report to the office to pick up his/her Absent/Tardy Notice, which will be the student's pass for re-admission to class.

Procedure for Arriving Late to School

1. If students are not in their first period class at 8:45 a.m., they must check in at the main office before reporting to any class. If the tardiness was not previously reported, the student's parent/guardian may be contacted.
2. Students will be given the yellow copy of an Absent/Tardy Notice with which they will be admitted to class that day. This copy is for the student to keep.
3. Students will receive progressive consequences for repeated unexcused tardies.

Prearranged Absences

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the Associate Principal to request a Prearranged Absence. It is the student's responsibility to secure a prearranged Absent/Tardy Notice from the office and to make arrangements with each of his/her teachers regarding assignments. This should be done at least three days prior to his/her absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

WITHDRAWAL FROM SCHOOL

Parents must notify the guidance office of their student's intent to withdraw. On the student's last day of attendance he/she must report to the guidance office before school. After the student checks out of each class and clears all

financial obligations, he/she will be eligible for a refund of the unused portion of registration fees. The student's records will be forwarded as soon as the guidance office receives written authorization for the records to be released.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
Board Policy 7.80, *Release Time for Religious Instruction/ Observance*

ATTENDANCE AT SCHOOL ACTIVITIES

Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after school co-curricular activity. Exceptions due to unusual circumstances may be granted only by a building administrator.

Students leaving the building during any co-curricular activities, athletic games, etc. will not be re-admitted to the scheduled event. Exceptions due to unusual circumstances may be granted only by the administration.

MAKE-UP WORK

For all absences, a student will be permitted to make up any missed work, including homework and tests. The student is responsible for obtaining assignments from his/her teachers.

Arranging Make-Up Work

- If a student will be out of school two or more days, the parent/guardian should contact the school before 9:00 a.m. on the second day of absence. Assignments will be available for pickup after 2:45 p.m. that day.
- If a student will be absent two weeks or more, the parent/guardian should contact their student's counselor to inquire about homebound instruction.

Make-Up Work for Absences

All assignments and tests missed due to absence must be made up, regardless of the reason for a student's absence. Students will generally be allowed the number of days absent, not to exceed one week, to make up work missed due to absence. However, students may be required to take previously announced tests or turn in long-term assignments and projects on the day they return to school.

It is the responsibility of each student to get class notes or other material missed due to an absence. The student's teacher or other students may be contacted to get these materials. Students should be fully prepared to take any announced exam that was scheduled before his/her absence. The following guidelines should be used in setting deadlines for completion of make-up work:

- Make-up - given one day's notice, a student may be required to take a test or complete other make-up work at a prearranged time. The penalty for not completing this work will be decided by the teacher. The student must meet deadlines for tests and class work. It is the student's responsibility to be aware of all class assignments.
- Prearranged - as determined prior to absence.
- School-Initiated Absence (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. A student may be excluded from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor, or coach as early as possible to discuss any such problems.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

TRUANCY

A “truant” is defined as an unauthorized absence from homeroom, an entire class or classes a child who is subject to compulsory school attendance and who is absent without “valid cause” (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” from such attendance for 5% or more of the previous 180 regular attendance days. A “truant minor” is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, If a student is truant, the following consequences will be applied. school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE’s online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Additionally, a citation from the truancy issue to the School Resource Officer may be assigned or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District’s normal registration process at any time.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

FALSIFICATION OF ATTENDANCE INFORMATION

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention, or suspension from school.

CHRONIC ABSENTEEISM

Parents/Guardians may receive automated notifications of their child’s absences.

According to the State Board of Education Excessive Absenteeism is defined as those students who have missed 5% out of the last 180 school days.

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse, the student's counselor and an administrator. The purpose will be to discuss the reasons for those absences.

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a "valid cause" and out-of-school suspensions for an enrolled student.

"Student" means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. Students with excessive absences will be subject to administrative consequences.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time, or on an intermittent basis because of a medical condition, may be eligible for instruction in the student's home or hospital.

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

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

Cross Reference:
Board Policy 6.150, *Home and Hospital Instruction*

GRADING & PROMOTION

School report cards are electronically posted to the parent portal each semester. Parents can view grades at any time throughout the year by logging in to Skyward Family Access. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:
Board Policy 6.280, *Grading and Promotion*

SECTION 4 - STUDENT FEES

OVERVIEW

The district establishes fees and charges to fund certain school activities. Some students may not be able to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

Fees for 2020-2021 School Year

All Grades	\$125.00
Middle School Before School Program	\$ 85.00 (Per Quarter)
Activity Fee	\$ 85.00 (Per Activity)
Technology Fee	\$ 25.00
1:1 Device Rental Fee	
Grade 8 (Laptop)	\$100.00
Grade 6 & 7 (Chrome Book)	\$ 75.00
Breakfast Prices	\$ 1.45
Reduced	\$ 0.30
Lunch Prices	\$ 2.20
Reduced	\$ 0.40
Extra Milk	\$ 0.55

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the following prerequisite is met:

- The student currently lives in a household that meets the income guidelines, with the same limits based on household size that are used for the federal free meals program.

The Building Principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;

- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Building Principal.

Cross Reference:

Board Policy 4.140, *Waiver of Student Fees*

Administrative Procedure 4.140-AP1, *Fines, Fees, and Charges – Waiver of Student Fees*

Exhibit 4.140-E1, *Application for Fee Waiver*

OVERVIEW

Many students must be transported to school by bus. The Unit 5 Transportation Director will make bus assignments for eligible students. Any request for a change in bus assignment or for a change in pick-up or departure point must be made to the Transportation Director.

The telephone number is 557-4287 (557-4BUS).

BUS TRANSPORTATION

Bus Assignment

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents and the Transportation Department.

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2- Attendance and Promotion "Emergency School Closings."

GENERAL RULES FOR UNIT 5 SCHOOL BUS RIDERS

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

1. Bus behavior has the same expectations as the school/classroom.
2. Talking and other distractions to the driver must be kept to a minimum.
3. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
4. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
5. Get permission before opening a window, and do not throw or stick anything out of the window.
6. There is to be no loud talking and/or yelling on the bus.
7. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
8. While unloading, let the student closest to the front get off the bus first.
9. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
10. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

In the interest of the student's safety, and in compliance with State law, students are expected to observe the following rules:

- Be waiting at your bus stop on time.
- Enter and exit the bus only when the bus is fully stopped.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.

GROSS MISCONDUCT

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

- Prohibited student conduct as defined in the Student Discipline policies.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration.

BUS DISCIPLINE

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action. Depending on the severity of the offense and past bus behavioral concerns, consequences will range from a student conference to an out of school suspension.

Frequent or severe reports may result in an immediate bus suspension and referral to the Board of Education for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. Additionally, the School Board may suspend the student from riding the bus for a period in excess of 10 days if the student has engaged in gross disobedience or misconduct that endangers others. Parents will be liable for any defacing or damage students do to the bus.

Video and audio recording devices may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Recordings may be used for the purposes of investigation into misconduct or accidents on the bus.

PRIVATE TRANSPORTATION

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

BICYCLES

Bicycles may be parked in the bicycle racks located at each school. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

PEDESTRIANS

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

TRANSPORTATION FOR SCHOOL ACTIVITIES

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

PARKING

The school has many locations available for school visitor parking.

Vehicles MAY NOT be parked or located in the BUS LANES or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:

Board Policy 4.110, *Transportation*

Administrative Procedure 4.170-AP3, *School Bus Safety Rules*

Board Policy 7.220, *Bus Conduct*

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

SECTION 6 - HEALTH & SAFETY**SCHOOL NURSE**

The Nurse's Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse's Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

PROCEDURES

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office on the sign-in sheet on the nurse's desk.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

ILLNESS OR ACCIDENTS AT SCHOOL

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids.

Cross Reference:

Board Policy 4.170, *Safety*

EMERGENCY NUMBERS

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply...then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination" form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf> to the local school authority. This form must be signed by both the parent/guardian and the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

EYE EXAMINATION

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois School to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

DENTAL EXAMINATION

Effective July 1, 2005 – Public Act 93-946 requires all Illinois children in kindergarten, second and sixth grades to have an oral health exam. Each child shall present proof of exam by a dentist prior to May 15 of the school year.

EXEMPTIONS

A student will be exempted from the above requirements for:

- Religious grounds if the student's parent/guardian presents to the Building Principal an "Illinois Certificate of Religious Exemption" form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

STUDENT MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a School Medication Authorization Form requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no 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. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a School Medication Authorization Form has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

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 Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with

prescriptive authority has completed and signed a School Medication Authorization Form. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

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

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused product includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) will ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross References:

Board Policy 7.270, *Administering Medicines to Students*

Administrative Procedure 7.270-AP1, *Dispensing Medication*

Exhibit 7.270-E1, *School Medication Authorization Form*

FAILURE TO FOLLOW MEDICAL PROCEDURES

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to consequences ranging from suspension or a recommendation for expulsion, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

STUDENT CONCUSSIONS AND HEAD INJURIES

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. 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 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 the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the

student's 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.

VISION AND HEARING SCREENINGS

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

DISABILITY ASSISTANCE

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

HEALTH INFORMATION

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

COUNSELING

Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:

- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

Cross Reference:
Board Policy 6.270, *Guidance and Counseling Programs*

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement drill to address an active shooter incident.

There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross References:
Board Policy 4.170, *Safety*
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

REUNIFICATION SITE

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following junior high schools:

School	Reunification Site
CJHS	Redbird Arena
EJHS	Eastview Christian Church
KJHS	Redbird Arena
PJHS	Redbird Arena

COMMUNICABLE DISEASES

For everyone's protection, sick students must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

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

- The parent/guardian is required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross References:

Board Policy 7.280, *Communicable and Chronic Infectious Disease*

Administrative Procedure 7.280-AP1, *Managing Students with Communicable or Infectious Diseases*

HEAD LICE

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

1. The parent/guardian is required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or Building Principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross References:

Board Policy 7.250, *Student Support Services*

STUDENT INSURANCE

A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.

CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent/guardian's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means (from below).

Cross References:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

PROCEDURES AT SCHOOLS

If a student must have a medical procedure performed at school to protect their health and well-being, an "Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian. The form is included in the back of the handbook. No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until this form is received by the school. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

Reasonable accommodations will be made by Unit 5 schools to insure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

Cross References:

Board Policy 7.270, *Administering Medicines to Students*

Administrative Procedure 7.270-AP1, *Dispensing Medication*

Exhibit 7.270-E1, *School Medication Authorization Form*

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross References:

Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

TREATS AND SNACKS [K-8]

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross References:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

Board Policy No. 6.50 *School Wellness*

SECTION 7 - DISCIPLINE & CONDUCT

BUILDING SECURITY

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

SCHOOL DRESS CODE / STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories (scarfs/headbands) that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Chains may not be displayed on student clothing.
- Clothing that fails to adequately cover the body will not be permitted.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the Building Principal will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

If students have any questions regarding acceptability of a particular item of clothing, check with the Associate Principal before wearing the items to school. First-time offenders will be required to correct the violation before returning to

class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or In School Suspension. Persistent violations will be handled as willful insubordination and a disciplinary consequence may be assigned.

Cross References:

Board Policy 7.160, *Student Appearance*

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.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

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, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale 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, bartering, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
 - 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 medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 2.270. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
 - f. 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.
 - g. 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.
 - h. "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, or 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.
 - i. 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.
 - j. 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 knife, a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Students are allowed to possess and use electronic mobile devices before 8:45 a.m. and after 3:45 p.m., provided they do not cause a disruption. Throughout the school day, devices should not be seen but rather kept in a student's locker or backpack. Students may use devices during school hours if:
 - a. The supervising staff member grants permission;
 - b. Use of the device is provided in a student's IEP; or
 - c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, smart watch, or other similar electronic device in any manner that disrupts the educational

environment or violates the rights of others, including using the devices to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic mobile device, including but not limited to 'sexting' or physical aggression.

6. 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.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
8. 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.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
10. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. 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, a school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
15. 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.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. 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 with 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.
19. 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.
20. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Students are not allowed to receive deliveries during school hours including, but not limited to food items (Pizza, etc.) gifts (bouquets, balloons, etc.). Any deliveries will remain in the office until the end of the school day. Deliveries for food items will be refused, unless arranged in advance with school administration.

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 where 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, supports and progressive discipline, 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 a disciplinary consequence.

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 may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention 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 may use this option 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 handbook 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 is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or expulsion will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

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 uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

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 1,000 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 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, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) 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 days for safety reasons.

STUDENT HANDBOOK

The Superintendent or designee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be posted on the district and school websites after July 1st.

GANG AND GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross references:

Board Policy 7.190, *Student Behavior*

Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

VANDALISM/DAMAGE TO PROPERTY

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies

BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon actual or perceived race, color, nationality, 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 the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct; name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. 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.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student Nondiscrimination Coordinator, a school counselor or building administrator or a Complaint Manager. Students 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Contact the school or district office for the name(s) of the Nondiscrimination Coordinator and/or Complaint Managers.

TEEN DATING VIOLENCE PROHIBITED

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

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. *Board policy 7.20*. 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. *Board policy 7.180*. 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, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board policy 7.20*.
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*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Cross-references:

Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*

Board Policy 7.180, *Prevention and Response to Bullying, Intimidation, and Harassment*

Board Policy 7.185, *Teen Dating Violence Prohibited*

Board Policy 7.190, *Student Behavior*

THEFT OR POSSESSION OF STOLEN PROPERTY

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate Principal 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 ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Cross References:

Board Policy 7.190, *Student Discipline*

7.190-AP2, *Gang Activity Prohibited*

OBSTRUCTION OF AN INVESTIGATION

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and delay the prompt resolution of school related problems. Students will be subject to detention assignments, or suspension from school. Students who obstruct an investigation may also be reported to appropriate law enforcement agencies.

INSUBORDINATION

Students have an absolute obligation and responsibility to follow verbal and written instructions from any faculty

member and to identify themselves to any staff member in regard to all aspects of their behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in detention(s), suspension or a possible expulsion recommendation.

BEHAVIOR AT SCHOOL ACTIVITIES

School activities, including events held away from the school facility, are an extension of the educational program. The same standards of conduct apply when students attend school activities as apply during the school day.

FIGHTING

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

PUBLIC DISPLAY OF AFFECTION

Behaviors that are not appropriate for public places make other people uncomfortable show poor judgment and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection. An In-School Suspension or Out of School Suspension may be assigned for flagrant offenses. Continued offenses will be handled as willful insubordination by the administration. Suspension or expulsion may result.

CAFETERIA RULES

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

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. Permission to attend school field trips must be on file in the school office.

Students may be prohibited from attending field trips for any of the following reasons:

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

Cross References:

Board Policy 6.240, *Field Trips*

BEHAVIOR CONSEQUENCES/INTERVENTIONS

REMOVAL FROM THE CLASSROOM

Any certified person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health or property. Removed students shall be directed to report immediately to the Associate Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Principal or designee pending further discipline when applicable.

DETENTION ASSIGNMENTS

Detention assignments may be made by individual teachers or by the Administration. Detentions may be assigned before school, after school, or during lunch. Lunch detentions may be issued at the teacher's or administrator's discretion. Students will be given written notice at least one day before the assignment is to be completed. Students must arrange for their own transportation after a detention assignment. Detention forms must be signed and returned, and detentions must be completed as assigned. A missed detention will be doubled. Students who fail to complete doubled detentions may be assigned an in-school suspension.

IN-SCHOOL SUSPENSION

An administrator may assign an In-School Suspension as a consequence for inappropriate behavior choices. Students will be supervised in the school by an administrator, teacher or teaching assistant during the In-School Suspension. Teachers will supply classroom work/activities and the students will work on assignments throughout the day.

OUT-OF-SCHOOL SUSPENSION

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

EXPULSION FROM SCHOOL

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

Cross Reference:

Board Policy 7.190, *Student Discipline*

Board Policy 7:190-AP2, *Gang Activity Prohibited*

INTRODUCTION

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to

provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

SCOPE

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

TERMS AND CONDITIONS OF THIS AGREEMENT

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use:** Inappropriate material or communications defined: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
 - Copyrighted material
 - Criminal activities or terrorist acts
 - Illegal solicitation
 - Threatening or obscene material
 - Sexism or sexual harassment
 - Racism
 - Material protected by trade secrets
 - Pornography
 - Inappropriate language
 - Disrupting the educational experience of others
 - Gambling
 - Explosive devices
 - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
 - Using obscene language
 - Harassing, insulting or attacking others
 - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, documents, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Sharing confidential information on students or employees
 - Sending or displaying offensive messages or pictures
 - Promoting, supporting or celebrating religion or religious institutions
 - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.

4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to, overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
5. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.
7. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.
9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private.

When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedures exist.

10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
- Promote, or support political functions or agenda's in any way, both internally and externally.
 - Promote, or support private business or industry, especially the originators own private concern or business.
 - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
 - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Secondary students and their parents/guardians must sign the *Student Authorization for Electronic Networks Access* form and return it to the appropriate building administration before students will be granted access to District electronic networks.

Please see Parent Forms at the end of the handbook to view the district's 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process.

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*

Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*

Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED 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:

1. The 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.
2. The material may be distributed at times and locations selected by the Principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. 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.

6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. 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;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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 in compliance with paragraphs 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference:
Board Policy 7.310, *Restrictions on Publications*

BULLETIN BOARDS, SIGNS AND POSTERS

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

SECTION 9 - SEARCH & SEIZURE

OVERVIEW

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of

the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

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

Cross Reference:

Board Policy 7.140, *Search and Seizure*

Exhibit 7.140-E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act*

STUDENT SEARCHES

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:

Board Policy 7.140, *Search and Seizure*

SECTION 10 - ATHLETICS AND CO-CURRICULAR ACTIVITIES

OVERVIEW

Unit 5 considers its student members of Illinois Elementary School Association (IESA) sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege. Because these students represent our school, the standard of student conduct is necessarily high and without exception.

CLUBS/ORGANIZATIONS

Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet before or after school. Specific information on membership and participation will be in the announcements and posted on the office bulletin board.

Interscholastic Athletics

IESA

Eligibility for most athletics is also governed by the rules of the IESA and, if applicable, these rules will apply in addition to Unit 5's Athletic Code of Conduct. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

ATHLETIC ELIGIBILITY

Eligibility will be determined for all students who are involved in athletic activities. If a student is receiving a score for a course that indicates a lack of evidence of progressing towards mastery he/she will be ineligible to participate in athletic contests during the following week. Coaches may establish stricter eligibility rules for their respective sport. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.

PROCEDURE FOR INELIGIBLE STUDENT

Students declared academically ineligible will not participate in athletic contests. They may be required to practice, required to study at school during practice time, or not allowed to remain at school during practice time. Ineligible students may not dress for athletic contests; however, they may sit on the bench in street clothes. This will be at the coach's discretion. The ineligible-to-participate period is from 8:45 a.m. Monday to 8:45 a.m. the next Monday.

REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity (including try-out):

- A copy of the student's birth certificate.
- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
- Other information as requested by the administration.

DUAL PARTICIPATION GUIDELINES

If a student participates in two or more overlapping IESA sports or one IESA sport combined with cheerleading or pompoms, the athletic director or designee will meet with the coaches and students involved to determine a reasonable practice and game participation schedule for the student.

The athletic director or designee will make every effort to ensure that the student has every opportunity to successfully participate in dual activities without compromising the integrity of the activities.

GIRLS ATHLETICS

Basketball
Cheerleading
Cross Country
Dance
Softball
Track
Volleyball

BOYS ATHLETICS

Baseball
Basketball
Cross Country
Track
Wrestling

ATHLETIC CODE

It is the policy of the McLean County Unit 5 School District that any student engaging in gross disobedience or misconduct, or possessing or consuming alcoholic beverages and/or drugs, possessing or consuming over the counter chemical substances or engaging in illegal or other inappropriate behavior which reflects poorly on the school and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions including, but not limited to, immediate suspension from the team or club for which the student is currently participating. The Building Principal or designee, team coach or club sponsor, Associate Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate will announce the disciplinary sanctions and/or suspension at a conference that may be attended. Refer to Athletic Code in the Appendix.

DRUGS, ALCOHOL AND TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the "Medication at School" section of the handbook for appropriate use of prescription and over the counter medicine at school.

RULES IN EFFECT

The rules set forth in the Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. 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 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.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

Any athlete who is absent from school on the day of an activity is ineligible to participate in or attend any after school activity unless the absence has been approved in writing by Building Administrator. Exceptions may be made by the

Building Administrator. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the Building Administrator.

TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

BEHAVIORAL CONDUCT

Misconduct by students involved in co-curricular activities including athletics will not be tolerated. Misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Refer to the Athletic Code in the Appendix.

Cross References:

Board Policy 6.190, *Co-Curricular Activities*

Board Policy 7.240, *Conduct Code for Participants in Co-Curricular Activities*

SECTION 11 - SPECIAL EDUCATION

OVERVIEW

It is the intent of Unit 5 to ensure that students who are disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* or the *Individuals with Disabilities Education Act* are identified, evaluated and provided with appropriate educational services.

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that

substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)
 _____ (phone number)
 _____ (office location)

Child Find Responsibility

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child's educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

Related Service Logs

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

Cross Reference:
 Board Policy 6.120, *Education of Children with Disabilities*

MISCONDUCT BY STUDENTS WITH DISABILITIES

BEHAVIORAL INTERVENTIONS

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") and the Illinois State Board of Education's rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference:
 Board Policy 7.230, *Misconduct by Students with Disabilities*

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in grades 6-8 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference:

Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION

OR OBSERVATION

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

Cross Reference:

Board Policy 6.120, *Education of Children with Disabilities*

Exhibit 6.120-AP2, *E1 Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

SECTION 12 - STUDENT RECORDS & PRIVACY

STUDENT PRIVACY PROTECTIONS

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 parent/guardian 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. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

SURVEYS REQUESTING PERSONAL INFORMATION

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- 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 parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

STUDENT RECORDS

School student records are confidential and information contained therein 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 individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

CATEGORIES OF SCHOOL STUDENT RECORDS

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript;
- (3) Attendance record;
- (4) Accident reports and health record;
- (5) Record of release of permanent record information; and
- (6) High school State assessment test scores;

And may also consist of:

- (7) Honors and awards received; and
- (8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

- (1) A record of release of temporary record information;
- (2) Elementary State assessment test scores;
- (3) Completed home language survey form;
- (4) Information regarding serious infractions that resulted in discipline; and
- (5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:

- (7) Family background information;
- (8) Intelligence test scores, group and individual;
- (9) Aptitude test scores;
- (10) Reports of psychological evaluations;
- (11) Elementary and secondary achievement level test results;
- (12) Participation in co-curricular activities or athletics;
- (13) Honors and awards received;
- (14) Teacher anecdotal records;
- (15) Other disciplinary information;
- (16) Special education files;
- (17) Any verified reports or information from non-educational persons, agencies or organizations; and
- (18) Other verified information of clear relevance to the education of the student.

INSPECTION AND ACCESS

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school 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. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the

District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

CONFIDENTIALITY

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent/guardian, student, or authorized representative;
- (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- (4) To any person for the purpose of research, statistical reporting, or planning;
- (5) Pursuant to a court order;
- (6) To any person as specifically required by State or federal law;
- (6.5) To juvenile authorities when necessary for the discharge of their official duties;
- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

CHALLENGING STUDENT RECORDS

The parent/guardian may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) Accuracy;
- 2) Relevance; or
- 3) Propriety

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parent/guardian will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is

enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent/guardian and school officials. The hearing officer will notify parent/guardian and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parent/guardian and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent/guardian appeals, the parent/guardian shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parent/guardian and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

DIRECTORY INFORMATION

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parent/guardian names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

DESTRUCTION OF SCHOOL STUDENT RECORDS

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

ADVERSE ACTION

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross References:
 Board Policy 7.15, *Student and Family Privacy Rights*
 Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

SECTION 13 - PARENTAL RIGHTS & NOTIFICATIONS

TEACHER QUALIFICATIONS

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

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

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

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 6-8 will take the PARCC Assessment in March/April.

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

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

Cross Reference:
Board Policy 6.340, *Student Testing and Assessment Program*

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

Cross References:
Board Policy 6.140, *Education of Homeless Children*
Administrative Procedure 6.140-AP1, *Education of Homeless Children*

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Cross References:
Administrative Procedure 6.60-AP1, *Comprehensive Health Education Program*
Exhibit 6.60-E1, *Notice to Parents/Guardians of 8th Grade Students Enrolled in Family Life and Sex Education Classes*

ENGLISH LANGUAGE LEARNERS

The District offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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 programs.

Cross Reference:
Board Policy 6.160, *English Learners*

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

PESTICIDE APPLICATION NOTICE

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

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

Cross Reference:
Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds*

MANDATED REPORTERS

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.

Cross Reference:
Board Policy 5.90, *Abused and Neglected Child Reporting*

ASBESTOS MANAGEMENT PLANS

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

TRANSFER TO ANOTHER SCHOOL

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:
Board Policy 4.170, *Safety*

SEX OFFENDER NOTIFICATION LAW

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.

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

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

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

It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross References:

Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, WWW.ISP.STATE.IL.US/SOR/

Illinois Murderer and Violent Offender Against Youth Registry, WWW.ISP.STATE.IL.US/CMVO/

Frequently Asked Questions Concerning Sex Offenders, WWW.ISP.STATE.IL.US/SOR/FAQ.CFM

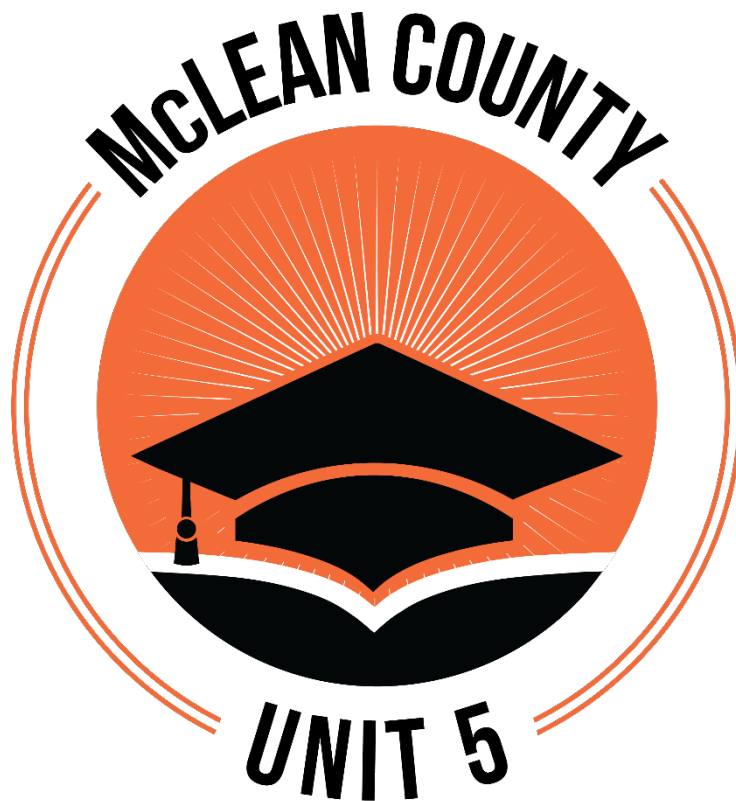
Cross Reference:

Exhibit 4.175-AP1, E1, *Informing Parents About Offender Community Notification Laws*

McLean County Unit District No. 5

Junior High School Handbook

APPENDIX



PROCEDURE SUPERVISED* SELF-ADMINISTRATION OF MEDICATION
McLean County Unit District No. 5

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, podiatrist, advanced practice nurse, or physician assistant) and the parent or guardian must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area.

In the absence of a licensed registered nurse at the school, the student will SELF-ADMINISTER the medication under the supervision of the school principal or a designee.

Students are not allowed to carry any medication on their person. Exceptions will be allowed only with the approval of the school principal and the certified school nurse.

All medications must be kept locked in the nurse's office or in the school office.

All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

Name of Student
Name of Medication
Dosage
Time to be Taken
Prescriber's Name
Date

Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document that act.

*With the exception of an asthma rescue inhaler where the "parent agreement for child to carry asthma inhaler medication" form is on file at the school.

TITLE IX – CIVIL RIGHTS**McLean County Unit District No. 5**

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, *“No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”*

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five (5) working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies.”

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309/557.4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.
Attorney for the District - Title IX Coordinators
Attorney for the District - 504 Coordinator

ONLINE PRIVACY STATEMENT**McLean County Unit District No. 5****Online Privacy Statement**

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, and detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally

identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

WAIVER OF STUDENT FEES**McLean County Unit District No. 5**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provision for assisting parents/guardians to complete the application are available.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family.
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment.
- Emergency situations.
- When one or more of the parents/guardians are involved in a work stoppage.

The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee. The principal will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board by submitting the appeal in writing to the Board within 14 days of the denial. The Board shall respond within 14 days of receipt of the appeal. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the principal's office.

INTERSCHOLASTIC ATHLETIC ACTIVITY CODE

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Permission/Record form must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be deemed eligible which means the student is doing passing work in all classes.
2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
 - *First Violation:* A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
 - *Second Violation:* A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
 - *Third Violation:* The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Elementary School Association and the Junior High School Handbook of McLean County Unit District No. 5 schools. Refer to Section 10 of the handbook.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

*Approved by Board of
Education 4/24/2019*

McLean County Unit District No. 5

Junior High School Handbook

PARENT/STUDENT FORMS



Exhibit - McLean County Unit District No. 5***AUTHORIZATION TO PROVIDE DIABETES CARE, RELEASE OF HEALTH CARE INFORMATION, AND
ACKNOWLEDGEMENT OF RESPONSIBILITIES***

As provided by the Care of Students with Diabetes Act, I hereby authorize McLean County Unit District No. 5 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____ to representatives of Unit 5. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.



McLean County Unit District No. 5

District 87/Unit 5

MEDICATION AUTHORIZATION FORM



Name: _____ Date of Birth: _____

(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date

Parent/Guardian Signature

Home Phone

Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:

PHYSICIAN'S ADDRESS:

PHONE:

Medication:

Purpose of Medication/Diagnosis:

Form: (i.e. tab, injection, etc.)

If medicine to be given "when needed." Describe indications:

How soon can it be repeated?

Is child authorized to medicate herself/himself?

List significant side effects:

Length of time this treatment is recommended:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?

Yes

No

Date

Physician's Signature **Only**

Physician's Telephone

Nurse's Initials _____

<p style="text-align: center;">Junior High School Athletic Permission Record and Student Information 2020-2021</p>	<p style="text-align: center;">This box is for office use only</p> <p>Fall Sport _____ Physical Date _____ Winter Sport _____ Spring Sport _____ Obligation _____</p>
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ATHLETIC PERMISSION RECORD***Please Print Legibly***

Student Name

6 7 8
Circle School Year:

/ /
Birth Date (mm-dd-year)

Address

City

Zip

Mailing Address

City

Zip

Parent/Guardian Name

Phone #

Email Address

Emergency Contact

Relationship

Phone #

Family Doctor

Phone #

Hospital Choice

Any Current or Recurring Medical Conditions? Explain: _____

List Medication(s) Being Taken: _____

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates): _____

☐ Heart condition ☐ Diabetes ☐ Asthma ☐ Requires child to self-administer medication

☐ Epilepsy ☐ Allergies: ☐ Requires student to carry EpiPen®

☐ Other _____

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company: _____ Policy # _____

Expiration Date: _____

Does this student reside full time with parent, custodial parent or court appointed legal guardian?

Yes _____ No _____

Is this student new to Unit 5 this year? Yes _____ No _____

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headache
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- Don’t “feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

CONCUSSION SIGN-OFF FORM

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:
<http://www.cdc.gov/headsup/youthsports/index.html>

 Printed Name of Student Athlete

 Signature of Student Athlete

 Date

 Printed Name of Parent/Legal Guardian

 Signature of Parent/Legal Guardian

 Date

Cross Reference: Board Policy 7.305, <i>Student Concussions and Head Injuries</i>
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CONCERN RESOLUTION FORM**McLean County Unit District No. 5****1809 W. Hovey Avenue, Normal, IL 61761**

Name: _____ Date: _____ (dd/mm/yyyy)

Address: _____
Street City Zip Code

Phone(s): Home _____ Work _____ Cell _____

Parties Involved: _____

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.): _____

Personnel: _____

Transportation: _____

Other: _____

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

Signature: _____

The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.

EXHIBIT - ACCEPTABLE USE LETTER TO PARENT/GUARDIANS

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed _____

Date _____

Please Print Name: _____

Exhibit - McLean County Unit District No. 5

STUDENT AUTHORIZATION OF ACCEPTABLE USE OF ELECTRONIC NETWORKS**User Signature of Agreement:**

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print): _____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____

Date: _____

Office Use Only:

Date Received for File: _____ By: _____

Middle School 1:1 Laptop Program Agreement**2020-2021**

In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy* and *Administrative Procedures* (6.235 of the district's Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is required. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, laptop case (if school issued), and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

Student Name (print)

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

March, 2016