SUNSET RIDGE SCHOOL DISTRICT 29
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Cultivating a learning community that engages the hearts and minds of students, one child at a time

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Goals and Objectives

In that the District's primary objective is the educational welfare of the children of the District, the School Board and staff shall work together to establish an environment conducive to the maximum development of each student through commitment to the following goals:

1. provide a learning program for the District's students which considers their various backgrounds, capabilities, learning styles, interests and aspirations;

2. protect and observe the legal rights of students;

3. enhance the self-image of each student by helping him/her to feel respected and worthy, and by creating a school environment which provides positive encouragement through frequent success;

4. provide the opportunity for students to learn personal and civic responsibility for their actions through meaningful experiences as school citizens;

5. deal with students in matters of discipline in a respectful, just, and constructive manner;

6. provide for the safety, health and welfare of students; and

7. provide the opportunity for the development of self-motivation and pride in accomplishments within each student.

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Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to the School Code) and, thereafter, to the State Superintendent of Education (pursuant to the School Code).

LEG. REF.: A

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Sexual Harassment

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; and

2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of substantially interfering with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

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

Nondiscrimination Coordinator:
Name: Dr. Linda J. Vieth
Address: 525 Sunset Ridge Rd., Northfield, Illinois 60093
Telephone No.: 847-881-9456

Building Principals:

Name: Dr. Mary Frances Greene
Address: 405 Wagner Rd., Northfield, Illinois 60093
Telephone No.: 847-881-9505

Name: Mr. Bryan Albro
Address: 525 Sunset Ridge Rd., Northfield, Illinois 60093
Telephone No.: 847-881-9400

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Complaint Manager:

Name: Dr. Edward Stange
Address: 525 Sunset Ridge Rd., Northfield, Illinois 60093
Telephone No.: 847-881-9400

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment.

Administrative Procedures

Distribution of the District's Policy

1. A copy of the Student Sexual Harassment Policy and accompanying procedures shall be distributed annually in the Student-Parent Handbook and the Staff Handbook; and

2. Copies of the Student Sexual Harassment Policy may be distributed in other ways as deemed appropriate by the District's administration.

The District's Educational Program

1. The Health Education Program for grades Kindergarten through 8 shall include age appropriate instruction which leads to the students' understanding of sexual abuse and harassment; and

2. Counselors and health teachers shall obtain and disseminate age-appropriate informational materials concerning sexual abuse and harassment.

The Student Complaint Process

1. The Nondiscrimination Coordinator or Grievance Complaint Manager should follow the Uniform Grievance Procedures;
2. The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's progress; and
3. The student’s oral or written statements will be kept confidential, except that the Superintendent will be kept informed of the investigation's progress. District personnel shall, however, comply with the child abuse reporting laws.

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Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEG. REF. A: Title IX of the Educational Amendments, 20 U.S.C. § 1681 et seq.
34 C.F.R. Part 106.
105 ILCS 5/10-22.5 ad 5/27-1.
23 Ill. Admin. Code § 200.10 et seq.

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Bullying and Other Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The 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. Examples of prohibited conduct and bullying include cyber-bullying, name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm; as well as wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment in policy 700.02. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

APPROVED: 2/9/10

STUDENTS

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:

   a. *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.

   b. *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

   c. *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

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Preventing Bullying, Intimidation, and Harassment (continued)

3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 625.05, *Curriculum Content*.

4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidations, harassment, and other acts of actual or threatened violence.

6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern.

This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates.

STUDENTS

School Admissions

To be eligible for admission, a child must be 5 years old on or before September 1. Children ages 3 to 21 years with exceptional needs who qualify for special education are eligible for admission.

Parent(s)/guardian(s) may request early admission or postponement of a child's entrance. The Superintendent shall establish criteria and procedures for evaluating such children and shall make early or late admission decisions. .

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age, as well as proof of residence, immunization from or detection of disease as required by State law, and the required physical examination. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

LEG. REF. A

STUDENTS

Student Attendance

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parent(s)/guardian(s) or those having legal custody or control of students are responsible for their children's regular school attendance.

Parent(s)/guardian(s) are strongly urged to schedule vacation trips at times corresponding to the normally scheduled vacation periods of the school year. If a student will not be attending school due to a family vacation, trip, etc., parent(s)/guardian(s) are requested to complete the District's appropriate release form.

Make-up work will be made available for those students who miss class, but the District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational needs.

Attendance and Truancy

Definitions

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - 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 ten (10) percent or more of the previous one hundred eighty (180) regular attendance days.

Truant minor - A child 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.

STUDENTS

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his/ her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences;
- student and/or family counseling; and
- information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Suburban Cook County. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or a designee shall make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence within two (2) hours after the first class by telephoning the numbers given.

Student Employment

The Superintendent shall develop procedures and present them to the School Board for its approval, for excusing from attendance those students necessarily and lawfully employed.

STUDENTS

Resident Students

A student's parent(s)/guardian(s) must establish a residence within the District's boundaries in order for the student to attend a District school without a tuition charge, except as otherwise provided in State law. The administration may require proof of residence.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation

Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.

Non-Resident Students

Students of non-resident parent(s)/guardian(s) may attend District schools upon the Superintendent's recommendation, approval of the School Board, and subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year shall not be construed as authorization to attend a following year;
2. The student will attend the school designated by the School Board;
3. The student will not be accepted for enrollment if the enrollment will result in a class size larger than that considered appropriate for the respective grade level;
4. Parent(s)/guardian(s) of non-resident students who attend the schools of the District shall be charged tuition as required by law;
5. Transportation to and from school shall be the responsibility of the parent(s)/ guardian(s);
6. Parents of students enrolled under this policy shall be required to abide by all rules and regulations set forth by the School Board, the administration and the respective school which the student attends; and
7. Tuition payment for non-resident students shall be as discussed in Policy 705.08 unless otherwise approved by the Board of Education.

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Homeless Children

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator (who shall be appointed by the Superintendent), sources for low-cost or free legal assistance, and other advocacy services in the community.

LEG. REF.: A
Amended 6/8/99
Amended 12/2/08

STUDENTS

Advanced Tuition

Upon the School Board's approval of the application of the parents of a non-resident student who have taken steps indicating a desire and intention to move into the District, such parents may, upon fulfilling the requirements herein contained, be permitted to enroll the prospective student in the District schools upon depositing with the Business Office an advance tuition guarantee amount as set forth herein.

To be eligible for enrollment, the parent(s)/guardian(s) must submit the following to indicate that the family has established a residence within the District into which they will be moving within sixty (60) calendar days of the date of the application supported by executed documents demonstrating proof of intent to become a resident as follows:

1. Home purchase contract including set guaranteed confirmation for occupancy date or;

2. Executed rental agreement including verification date for beginning of the lease and continuing to at least the end of the current school year; and

3. Written authority to contact the representative of the Seller or Landlord who will be contacted for confirmation before any approval.

If the proposed attendance is approved, the parents shall submit to the District a predetermined amount of tuition applicable to the sixty (60) day period, deposited with the District in the form of a Cashier's Check or irrevocable Certified Check in the amount of the tuition for the sixty (60) day period, which will be held uncashed by the District until the end of the sixty (60) day period. The parents will also sign an Agreement that the District will return the check if they permanently move in within the sixty (60) day period, but if not, the District will deposit the check in the District account and the continuation of the student in the District for another sixty (60) day period will be contingent upon the deposit of a similar check with the District subject to similar conditions for an additional sixty (60) calendar day period, with continuing renewals until the school term has been concluded.

LEG. REF.: A
Adopted: 6/8/99

STUDENTS

Part-time Attendance by Private and Parochial Students

The District will accept private or parochial students who live within the District for part-time attendance in the District's regular education program, provided there is sufficient space in the school/class. Requests for part-time attendance must be submitted by the non-public school principal or the student's parent(s)/guardian(s). All requests for attendance in the following school year must be submitted before May 1.

The District will accept for part-time attendance those students with disabilities who live within the District and are enrolled in non-public schools. Requests must be submitted by the student's parent(s)/guardian(s). Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by state law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for students in part-time attendance shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

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Assignments to Classes

Assignment of students to classes shall be the responsibility of the Building Principals.

Placement in classes shall be based upon consideration of the best interests of the individual student and also the effect on the instructional setting.

The Building Principal(s) or his/her designee shall be included in multidisciplinary staffings conducted to make decisions regarding the placement of District students in special education classes.

STUDENTS

Absences and Excuses

As a protection to their children, parent(s)/guardian(s) are required to contact the school whenever the child will not be in attendance. When the student is not in attendance and the parent(s)/guardian(s) has not contacted the school, a District employee shall attempt to contact the parent(s)/guardian(s). The District reserves the right to require a physician's statement regarding a student's physical condition before readmitting a student after illness/incapacitation or excusing a student from school classes/activities.

LEG. REF.: A

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Unexcused Absences

The School Board believes that an educational system is organized on the basic premise that all students shall regularly attend school. When a student is absent, the absence shall be treated as excused or unexcused.

Absences shall be excused only for the following reasons:

1. personal illness;
2. bereavement;
3. quarantine;
4. family emergencies;
5. observance of religious holidays; and
6. written requests approved in advance by the administrator.

All other absences shall be considered unexcused and interpreted as truancy.

STUDENTS

Tardiness

A student absent from his/ her assigned classroom at the designated time without authorization shall be considered tardy.

Procedures for readmittance into class shall be determined by the Superintendent and Building Principal and communicated to staff, students and parent(s)/guardian(s).

STUDENTS

Release Time for Religious Instruction/Observance

Religious Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District five (5) days before the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for a religious holiday, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student an equivalent opportunity to make up any examination, study, or work requirement.

Religious Instruction

A student shall be released from school, as an excused absence, for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s), must be given to the Building Principal at least three (3) days before the day the student is to be absent.

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Release During School Hours

A student will not be released from school during the school day without prior notification and permission from the student's custodial parent(s)/guardian(s). Procedures for early release will be developed by the Superintendent or his/her designee.

STUDENTS

Health, Dental and Eye Examinations, Immunizations, and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one (1) year prior to:

1. Entering kindergarten or the first grade;
2. Entering the fifth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by the Illinois Department of Public Health, a diabetes screening must be included as a required part of each health examination; diabetes testing is not required. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches; an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations or a physician assistant who has been delegated the performance of health examinations by a supervising physician. Parent(s)/guardian(s) are encouraged to have their children undergo a vision examination whenever health examinations are required.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have thirty (30) days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of children between the ages of six (6) months and six (6) years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

STUDENTS

Health, Dental and Eye Examinations, Immunizations, and Exclusion of Students

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental Examination requirement at least sixty (60) days before May 15 of each school year.

Eye Examination

All children enrolling in kindergarten and any student enrolling for the first time in the district shall have an eye examination. Each of these children shall present proof of having been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist with the previous year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from:

1. This policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection;
2. The health examination or immunization requirements on medical grounds if a physician provides written verification; or
3. The dental examination requirement if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent(s) /guardian(s) is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

STUDENTS

STUDENT TRANSFERS

Transferring Into District

Students seeking admission to a District school must satisfactorily meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and District policy.

A. Procedures

Parent(s)/guardian(s) must submit a completed good standing form from the transferring school to the building Principal or designee. Parent(s)/guardian(s) should request an unofficial record of the student's grades and the remainder of the student's school records from the transferring school. The transferring school is responsible for sending the student's records within ten (10) school days of notice of transfer.

If the parent(s)/guardian(s) are unable to submit previous school records, the student shall be admitted and the Building Principal, will request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

B. Class or grade Level Assignment

The Building Principal or designee will determine the class or grade level assignment, with input from a counselor when necessary. The Building Principal or designee is not bound by the class or grade level recommendations of the transferring district.

Transferring out of District

Parent(s)/guardian(s) of students transferring from the District should submit to the Building Principal, written notice of transfer, payment for outstanding fees or fines and a signed release form. Students must return all school-owned property.

The Building Principal will complete a good standing form for any student transferring from the District. Within ten (10) days of a transfer notification, the Building Principal will send to the transferring District, a completed good standing form, an unofficial record of the student's grades and the remainder of the student's school records. Within ten (10) days after the student has paid all outstanding fines and fees, the Building Principal shall mail an official transcript of the scholastic records.

A. Student Records

Parent(s)/guardian(s) may review, challenge and copy the student's temporary and permanent records before the records are transferred. Parent(s)/guardian(s) should provide a written request to the Building Principal. If they disagree with the accuracy, relevance or proprietary of a record, other than grades or suspensions/expulsions, specific written notice of the nature of the disagreements may be submitted to the Building Principal for review and follow up with the parent(s)/guardian(s). If the disagreement is not resolved in this meeting, a hearing may be requested before the Board. All documentation related to the disagreement shall be maintained in the student's temporary record file.

Within ten (10) school days of notification that the student is transferring from the District, the following records will be sent to the transferring district:

1. an unofficial record of the student's grades;
2. the student's current placement levels;
3. the student's health records;
4. the student's most current standardized tests reports.

Psychiatric and psychological reports received from other agencies, institutions and individuals will not be released without specific written permission from the parent/guardian or student in accordance with the Mental Health and Development Disabilities Confidentiality Act.

CLASSROOM TRANSFERS

A. Assignment process

The instructional staff considers each child's academic, social and personal needs in determining classroom placement. Parent(s)/guardian(s) input concerning a child's social, emotional, or academic development is encouraged and will assist the instructional staff in creating proper classroom placement. Parent(s)/guardian(s) may forward written comments to the classroom teacher and principal by the first Friday in April of each school year.

As a result of the careful and thoughtful process followed in developing classroom placement, no changes will be made once placement is completed and notices are mailed to parent(s)/guardian(s), except in extraordinary circumstances and at the sole discretion of the Superintendent.

B. Notification

Parent(s)/guardian(s) will receive notice of classroom placement. Students with disabilities are placed in accordance with their identified educational needs as determined by an IEP team. Students placed in bilingual education programs will receive written notice of the placement and the rights of the parent(s)/guardian(s) and student within the program, as required by State law.

PUBLIC SCHOOL CHOICE

Schools identified under the *No Child Left Behind Act* as being a school in need of improvement are required to offer parents an opportunity to request a transfer of schools for their child. Should either of the District's schools be identified as a school in need of improvement under the *No Child Left Behind Act,* the Superintendent shall make a good faith effort to secure an agreement with neighboring schools to allow for student transfers. If student transfers are not available, the District will provide supportive services to those students enrolled in under performing schools as required by law.

Legal Ref. A

Cross Ref.: Student Records
Student Placement
Health Examinations and Immunizations

Revised: June, 2003

Adopted: _____

STUDENTS

SEARCH AND SEIZURE

The Board recognizes its responsibility to maintain order, safety and security in the schools. School authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with the following regulations.

Students and Their Personal Effects

School authorities (certified employees and school administrators) may search a student and/or his/her personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the District rules. Reasonable grounds exist when there is a particular suspicion of illegal conduct or a violation of District rules with respect to the individual to be searched. The search itself must be conducted in a manner reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

-Outside the view of disinterested parties;
-In the presence of a school administrator or adult witness; and
-By an administrator or designee (of the same sex if the search is of a student)

Immediately following the search of a student, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the Building Principal and forwarded to the Superintendent. The parent(s)/guardian(s) of a student searched in accordance with this policy shall be notified of the search.

School Property

School property and equipment, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding use of school property. The Superintendent, or his/her designee, may examine and inspect locker contents on a regular basis throughout the school year.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

STUDENTS

In all other cases, school authorities may search school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules. The Superintendent, in his/her sole discretion, also may request the assistance of law enforcement officials to conduct searches for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches through use of specially trained dogs.

Lockers and Desks - Search and Seizure

Lockers and desks are owned and maintained by the District. The student is granted a limited use of a locker and desk, subject to the right of the school administration to have access thereto at any time;

Ownership and Ability to Search

a. For cleaning the lockers or desks;
b. When, in the opinion of the school administration, a clear danger to health or safety exists; or
c. When the school administration has reason to believe that the locker or desk contains materials which a student would not be legally entitled to have in his/her possession or which violates the law or District policy.

Appropriate Items for Storage

The only items that may be placed in a locker or desk are articles of clothing, school books, or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his/her possession.

Safety Precautions

All sixth, seventh, and eighth grade students are assigned lockers with locks. Lockers are to remain locked when not in use. Gym lockers are assigned by the physical education teachers and are equipped with locks for all children in grades five through eight. The District will not accept responsibility for lost, stolen or damaged items stored in an unlocked locker.

Seizure of Property

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such

evidence may be transferred to law enforcement authorities. Parent(s)/guardian(s) will be notified if evidence pertaining to their child is seized or transferred to law enforcement authorities.

Implementation of Policy

The Superintendent shall develop rules and regulations to implement this policy.

LEGAL REF.: A

Revised: October 14, 2003

STUDENTS

Agency and Police Interrogation

Interrogation By Police

1. The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served;

2. The Building Principal will attempt to contact the student's parent(s)/guardian(s) if possible, and inform them that the student is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify parents until the child's safety is ensured. The Building Principal should ask that such a request be put in writing. The parent(s)/guardian(s) will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of minor students without permission of the parent(s)/guardian(s) is not permitted unless a legal process is presented or in emergency situations;

3. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) is absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the interview;

4. Interview proceedings will be documented in writing for inclusion in the student's temporary records; and

5. No minor student shall be removed from the school by the police officer without the consent of a parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrant less protective custody.

Interrogation By the Illinois Department of Children and Family Services (DCFS)

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process;

2. The Building Principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate;

3. If the DCFS agent does not want a parent(s)/guardian(s) present or notified during the interview, this stipulation must be writing and signed by the DCFS agent;

STUDENTS

Interrogation By the Illinois Department of Children and Family Services (DCFS)

4. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) is absent, the Building Principal and one other adult witness, a member of the District staff, will be present during the interview;

5. The student may be removed from school by the DCFS agent if case circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; and (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department; and

6. No District employee may act as a DCFS agent.

STUDENTS

Student Conduct

The School Board expects student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property, or any school sponsored event.

The Board endorses the following principles of student conduct:

1. Students shall comply with school rules/regulations and applicable civil law and shall respect those given the authority to administer them;

2. Students shall respect the rights, privileges and property of others;

3. Students shall display good citizenship behavior and maintain standards of courtesy, decency and honesty; and

4. Students shall be expected to participate in and complete schoolwork to the best of their ability.

STUDENTS

Student Appearance

Students are expected to present an appearance that does not disrupt or diminish the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accordance with reasonable standards of health, safety, modesty, and decency will be deemed inappropriate. The Building Principal is the final authority for judging the appropriateness of a student's appearance. The Superintendent shall develop and publish procedures for the implementation of the policy.

STUDENTS

Smoking and Use of Tobacco

Smoking and the use of tobacco on school property is prohibited by federal law and hazardous to the health of students. It presents a safety hazard in the school. Smoking tobacco, using tobacco products and/or possessing smoking materials is not permitted on school buses, in school buildings or on school grounds at any time by students.

Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition, information about the hazards of smoking shall be included in the curriculum.

When a staff member finds a student in possession of or using tobacco or smoking materials in violation of this policy, the student shall be disciplined by the administration on an individual basis. Disciplinary measures may include personal counseling, withholding of privileges and/or suspension for a period of up to ten (10) days. In all cases the parent(s)/guardian(s) shall be advised and their cooperation shall be sought.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto buses or school property.

Organizations sponsoring activities in the schools for students outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

STUDENTS

STUDENT DISCIPLINE

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the District shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all District students.

Discipline additionally is the set of policies, procedures, and guidelines by which order is maintained. Rules and regulations provide a safe orderly school atmosphere so that teachers can teach and students can learn. The most important factors in discipline are communication and respect among students, teachers, parents, school administrators and the community.

The goal of discipline in the school is to help the student understand acceptable social behavior, encourage each student's growth in self-discipline, and protect the rights and well being of the school community. Students with disabilities generally shall be held to the same standards of behavior and consequences as general education students unless the student's IEP or 504 plan articulates different expectations.

At all times, student discipline shall be based upon the behavior and attitude of the student. Disciplinary action shall not be taken in whole or in part based upon a parent's medical decision(s) for a student, including the decision to refuse psycho tropic or psycho stimulant medication for his or her child. All certificated staff, additionally, shall attend in-service training(s), at least once every two (2) years, addressing best practices in the identification and treatment of attention deficit disorders (ADD and ADHD), non-aversive behavioral interventions in schools, and the use of psycho tropic or psycho stimulant medication for school aged children.

Policy Development

Under the direction of the Superintendent, a parent-teacher advisory committee shall be established to review and propose revisions to the District's discipline policies and procedures, as necessary. School administrators also may plan initiatives, whereby students, parents, teachers, board members and community persons work together in recognizing and developing alternative programs for dealing with student misconduct or disobedience. Such programs may include but need not be limited to:

STUDENTS

1. The involvement of students in defining acceptable school behavioral standards;
2. The involvement of parent(s)/guardian(s) in instances where the student has repeatedly exhibited unacceptable conduct;
3. The involvement of the social agencies when the services may benefit a student's behavioral pattern;
4. Individual student counseling by classroom teachers and trained counselors; and
5. Psychological testing and services for students.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, alcoholic beverages, illegal drugs, or controlled substances or look-alike drugs. Students who are under the influence are not permitted to attend school or school functions;

2. Using, possessing, distributing, purchasing, creating, or selling drug paraphernalia including but not limited to: rolling papers, pipes or other devices designed or used for smoking or inhaling drugs;

3. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon or look-alike weapon;

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy;

5. Being insubordinate or disobeying directives from staff members or school officials and/or rules and regulations governing student conduct or academic policies or otherwise disrupting the school environment ;

6. Cheating or other forms of academic dishonesty;

7. Littering;

8. Using violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct toward anyone or urging other students to engage in such conduct;

9. Causing or attempting to cause damage to, or stealing or attempting to steal, or having possession of stolen school property (including, but not limited to, equipment, books, supplies, buildings, vehicles and school grounds) or another person's personal property;

10. Unexcused absenteeism or truancy;

11. Membership in any public school fraternity, sorority or secret society. Joining, promising to join, or pledging or soliciting any other person to join, promise to join or pledge these organizations is also prohibited;

12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia;

13. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive whether in school buildings, on school grounds, or at school sponsored events;

14. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone;

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

16. Engaging in any activity off school grounds and outside of a school sponsored activity or event that significantly disrupts the school setting or damages the School's reputation; and

Additional prohibited conduct may emanate from violation of the District's Academic Policies or other Student Procedures and Policies, and/or as notified in advance by District personnel.

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Scope of Misconduct

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

1. On, or within sight of, school grounds before, during, or after school hours and at any other time when the school is being used by a school group;

2. Off school grounds at a school activity, function, or event;

3. Traveling to or from school or a school activity, function or event; or

4. Off-campus activity if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student, or if the misconduct reasonably interferes with school related instruction, school purposes or an education function, or harms the reputation of the school.

Disciplinary Measures

Inappropriate behavior will not be tolerated and will be dealt with by using procedures which vary in format based upon the age of the student and the nature of the offense. Teachers, related service professionals or school administrators may institute one or more of the consequences listed below in response to student misconduct or gross disobedience. Only school administrators may suspend a student (in or out of school). Only a school board can expel a student. Before determining appropriate disciplinary action, the student shall be given an opportunity to deny or explain his/her conduct. The student's disciplinary history, level of involvement in the misconduct, and other relevant factors also will be taken into consideration. Generally, repeat offenses warrant more significant consequences, although some offenses are serious enough that they warrant a significant consequence in the first instance.

The following procedures are among disciplinary measures which may be enacted by the District's administration or Board:

1. Notification of parent(s)/guardian(s);
2. Removal from the classroom for disruptive behavior;
3. Student/Teacher/Parent conference;
4. Special assignment/community service;
5. No credit for the work in question;
6. Grade reduction;
7. Verbal reprimand;
8. Administrative reprimand;

9. Withholding of privileges;
10. Seizure of contraband or other items prohibited from use or possession on school grounds;
11. Remuneration for property damage or stolen property;
12. Participation in conflict resolution, anger management or social skill development meetings;
13. Counseling;
14. Detention provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. For detentions, the student must be supervised by the detaining teacher or the Building Principal or a designee;
15. In-school suspension for a period not to exceed ten (10) school days. The Building Principal or a designee shall ensure that the student is properly supervised;
16. Suspension from school and all school sponsored events for up to ten (10) days;
17. Expulsion from school and all school sponsored events for a definite time period not to exceed two (2) school years; as established by the Board;
18. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons (including look-a-likes); or involves other activity that may be illegal; and
19. Placement in alternative educational programming.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one (1) calendar year, but no more than two (2) calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-base basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in a school play, cooking, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

STUDENTS

Required Notices

A school staff member shall immediately notify 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 adult.

Upon receiving such a report, the Building Principal or designee shall immediately notify a local law enforcement agency. Parent(s)/guardian(s) will be notified if their child is reportedly in possession of a firearm. The Superintendent or designee shall notify the Department of State Police of any drug related incident or batter of a staff member.

Students at Risk for Aggressive Behavior

Students identified as being at risk for engaging in aggressive behaviors, including bullying, shall be provided with opportunities to participate in preventive interventions. Bullying is defined as any aggressive, negative physical or verbal conduct by students toward another student who perceives the conduct to be intimidating. Such behavior may include pushing, hitting, threatening, name-calling and other physical or verbal conduct of a belittling nature. The administration will ensure all complaints are investigated and seek prompt corrective action. Investigations will be confidential to the extent possible. Parents will be immediately notified if their son/daughter has been a victim of or accused of bullying or harassment.

Any student who feels s/he has been harassed or bullied is strongly encouraged to report this behavior to a teacher or the administration immediately. Teachers who are aware of such behaviors, through direct observation or report of a student, shall promptly notify the administration.

Early intervention efforts available to assist students identified as being at risk for aggressive behaviors include, but may not be limited to: student conferences; parent, teacher and student conferences; participation in social skills or conflict resolution groups; assessment of eligibility for specialized programming; counseling; referrals to outside professionals. Victims of aggressive behaviors may be offered supportive services as deemed appropriate by the administration.

STUDENTS

Corporal Punishment and Use of Physical Restraint

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraint or time out may be used by trained staff when necessary to protect the student or other individuals from physical harm, provided there is no medical contraindication to its use. Physical restraint does not mean momentary periods of physical restraint by direct person to person contact, without the aid of material or mechanical devices, and accomplished with limited force. Any use of physical restraint shall be fully documented, in accordance with the District's policy on Use of Physical Restraint and Time Out, and parent(s)/guardian(s) shall be notified of the use and the causes leading up to the need for use of physical restraint. Students with disabilities for which the need for use of physical restraint or time out can be predicted shall have such use addressed in the student's IEP.

Parent Handbook

The Superintendent shall prepare disciplinary guidelines implementing the District's disciplinary policies. A parent student handbook, including a summary of the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within fifteen (15) days of the beginning of the school year or a student's enrollment.

LEGAL REF.: A

APPROVED: 12/7/10

STUDENTS

Suspension

The Superintendent or his designee are authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident;

2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the education process. In such cases, the necessary notice and hearing shall follow as soon as practicable;

3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents to the parents or guardian of their right to review. In addition, the School Board President shall be notified of said suspension; and

4. Upon request of the parent(s) or guardian(s), a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. The hearing, the parent(s) or guardian(s) of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Gross disobedience or misconduct of students shall include, but not be limited to, the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct;
2. Possession, use, distribution, purchase, sale or if found to be under the influence of illicit drugs and/or alcoholic beverages;
3. Injury or threat of injury to any school district employee, official, or student;
4. Destruction and/or defacement of any school property;
5. Possession, use, or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property;

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Suspension (continued)

6. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property; and
7. Other such conduct that poses a danger to persons or property or disrupts the educational process.

APPROVED: MAY 2007

STUDENTS

The Superintendent or the Superintendent's designee shall be responsible for notifying the student body of the contents of this policy.

Expulsion

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term for a shorter period as determined by the School Board. The student and/or parent(s)/guardian(s) shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of the hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate;

2. The Board shall provide written notice to the parent(s) or guardian(s) of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parent(s)/guardian(s) at the expulsion hearing; and

3. During the expulsion hearing, the student and his parent(s) or guardian(s) may be represented by counsel, present witnesses and other evidence on his behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct;
2. Possession, use, distribution, purchase, sale, or found to be under the influence of illicit drugs and/or alcoholic beverages;
3. Injury or threat of injury to any school district employee, official, or student;

STUDENTS

4. Destruction and/or defacement of any school property;

5. Possession, use, or distribution of a dangerous weapon; and

6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

The Superintendent or his designee shall be responsible for notifying the student body of the contents of this policy.

APPROVED: MAY 2007

STUDENTS

Behavioral Intervention for Students with Disabilities

It is the intent of Sunset Ridge, School District No. 29, to comply with the requirements and provisions of Behavioral Interventions in Schools. It is the District's intent to adhere to the following principles when implementing behavioral interventions for students with disabilities receiving special education services in accordance with their IEP's:

A. When behavioral interventions are used, they will be used in consideration of the pupil's physical freedom and social interaction and administered in a manner that respects human dignity and personal privacy and ensures a pupil's right to placement in the least restrictive educational environment;

B. Principals, teachers, and other school personnel who work with students with disabilities will receive training and guidance in the use of behavioral interventions from the district or joint agreement;

C. The use of interventions will be consistent with the educational goals of enhancing individual student's academic, social, and personal growth;

D. The use of more restrictive interventions will be considered to be temporary and comply with guidelines established in procedures that follow; and

E. The District is responsible to ensure that parent(s) of student(s) with disabilities are fully informed and offered the opportunity to participate in the development of behavioral interventions. Procedural protections consistent with the Individual with Disabilities Education Act (I.D.E.A.) will be applicable to the resolution of disputes regarding behavioral interventions.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

The School District will create a team designed to implement and monitor this District policy on the use of restrictive behavioral interventions. The team should be composed of a minimum of three members who have training in the use of behavioral interventions, preferably with one teacher and one school psychologist or social worker (school counselor) serving on this committee. This team may be comprised of members of existing pupil personnel, pre-referral, IEP, or other school committees and will be responsible for the following:

STUDENTS

Behavioral Interventions (continued)

A. Reviewing and monitoring incidents involving the emergency use of restrictive behavioral interventions;

B. Developing/reviewing and monitoring behavioral interventions involving the use of restrictive procedures and the development of behavioral intervention plans for students;

C. Advising regarding staff development in the area of behavioral interventions;

D. Advising the District on issues arising from the use of restrictive behavioral interventions; and

E. Identifying qualified behavioral intervention consultants.

This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption and/or presentation to the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures.

Suspension and Expulsion

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct:

I. Suspension for a Cumulative Period Not to Exceed 10 Days in Any School Year

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year.

II. Suspension Beyond 10 Days, or Expulsion

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

STUDENTS

II. Suspension Beyond 10 Days, or Expulsion (continued)

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and

2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and be advised of the date, time and location of the meeting.

B. MDC Determination

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. Should if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

Emergency Use of Restrictive Interventions

"Emergency" refers to a situation in which immediate restrictive intervention is necessary to protect students, other individuals, or the physical site from:

STUDENTS

- physical injury (to self or others);
- severe emotional abuse due to verbal and nonverbal threats and gestures;
- severe property damage; and
- serious and continuous disruption of the classroom environment.

The effective management of crisis situations demands a high level of professionalism, preparation, and sensitivity to the student's rights. The principal and designated team member will avoid emergency situations by:

A. Carefully examining situational factors that may be contributing to an individual's agitation and responding quickly to early signs of a potential emergency;

B. Keeping detailed records of antecedents, behaviors, and consequences;

C. Seeking consultative assistance when needed; and

D. Sharing information with other school staff.

Emergency Use of Restrictive Interventions

When confronted with an emergency, school personnel should utilize interventions that are the least intrusive possible to reasonably respond to the situation. Staff always should respond to the individual in a calm, professional manner; exhaust all alternative means before using force; and if force is necessary, use only as much force as needed to regain control of the situation.

Additionally, the use of an emergency intervention should be documented by school principal or designee and should include the following elements:

A. Description of the time, place, events, and participants in the incident that required emergency intervention;

B. Description of the emergency intervention used, including all staff involved with the intervention;

C. Description of injuries and/or property damage;

D. Description and dates of precious incident(s) leading to present event;

E. Intervention approaches attempted prior to the incident;

F. Student's response to the emergency intervention; and

G Recommendation for avoiding similar incidents in the future.

Definitions:

Behavioral intervention - an intervention which is based on the methods and empirical findings of behavioral science designed to influence the behavior of one or more individuals.

Behavioral management plan - a written behavioral plan developed as part of the IEP to address a serious behavioral problem. It is based on a functional analysis of the student's behavior, describes the interventions to be used, methods of evaluation, and provisions for coordinating with the home.

Expulsion - removal of the student from school for, not to extend beyond, the balance of the current school year. Expulsion which constitutes a change in placement requires a revision to the IEP. Expulsion is a prohibited intervention when there is a cessation of services.

Restrictive interventions - aversive and deprivation procedures which carry a high risk of negative side effects. Greater planning, supervision, documentation, and caution must be exercised in their use.

Suspension - removal from school programs by administrative action for gross disobedience or misconduct for more than one (1) full class period and not exceeding 10 school days.

Staff development training opportunities will be provided on a regular basis to assure that adequately trained staff are available to effectively implement behavioral interventions. This specifically applies to restrictive interventions, including physical restraint techniques and isolated time out. Training activities may include in-service workshops, professional conferences, coursework, and other appropriate measures. These training efforts will be available to all district staff members and will be conducted by qualified individuals who have expertise in the relevant areas of behavioral assessment and intervention.

STUDENTS

Suspension – Athletics

A student may be suspended or permanently removed from an athletic team for:

1. failure to maintain the academic standards set forth in the District's Handbook of Rules and Regulations and/or the "Standards for Extracurricular Activities";
2. violation(s) of the Student Code of Conduct for Athletes; and
3. after injury, failure to receive a medical release statement from a physician.

The Superintendent or his/her designee shall establish the rules and regulations for meeting the academic standards and the Student Code of Conduct for Athletes.

STUDENTS

Removal from Classroom – Short Term

Teachers shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the school and the school children, they stand in the relationship of parent(s)/guardian(s) to the students. This relationship shall extend to all activities conducted with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parent(s)/guardian(s).

Standards and procedures which provide for the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the School Board. The standards and procedures shall be recommended to the Board of the Superintendent after input from staff, students and the parent/teacher advisory committee on discipline.

The standards and procedures shall ensure the following:

1. the District's definition of disruptive behavior;
2. the expectations for student behavior of the teacher are fair, reasonable, within the District's guidelines and are caused to be known by the student;
3. the student should have known the consequences of violation of the teacher's expectations for student behavior.
4. disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
5. continued disruptive behavior by the student shall cause the involvement of parent(s)/guardian(s) and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
6. the written remedial plan shall be filed by the teacher with the administration and shall serve as a warning that the student , upon violation of the plan, shall be removed from class;
7. the Building Principal shall listen to the student and shall provide due process for the student should the student be removed from the classroom; and
8. disruptive behavior by a student which could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

STUDENTS

Student Insurance

As a convenience to parent(s)/guardian(s), an optional plan for student accident insurance will be made available. The School Board will identify a company by which the coverage will be offered and will permit distribution of information about the plan in the schools.

Although the School Board will exercise care in selecting a reliable company, it must be made clear that the Board does not in any way endorse the plan nor recommend that parents secure the coverage. It must be specifically stated that the contract is between the parent and the company, and that the Board has no financial involvement in the operation.

The school staff shall be involved only in the distribution of informational materials and in filling out accident reports when appropriate.

STUDENTS

Home Visits and Instruction

Homebound instruction shall be offered to those students who are unable to attend school due to mental or physical illness or injury.

Verification of the illness or injury and estimated length of confinement of more than two (2) consecutive weeks is to be provided by a practitioner or a physician licensed under the Medical Practice Act, and, in the case of mental illness, by a licensed psychiatrist.

This policy does not preclude the Superintendent from authorizing homebound instruction for an absence of less than ten (10) days.

STUDENTS

Health Department

The District shall employ a nurse who shall be directly responsible to the Superintendent of schools.

The nurse shall:

1. provide for a uniform system of health services for the District's schools;

2. set up a plan by which adequate health services will be supplied; and

3. see that the health service plan for health and education is made an integral part of the entire school program and coordinated with the work of other community agencies interested in health.

The Superintendent shall annually ensure that the nurse is certified and/or licensed. Adequate facilities shall be provided for the District's health care services.

STUDENTS

Emergency Closings/Delayed Start

EMERGENCY CLOSING - DELAYED START OF SCHOOLS PROCEDURES

The Superintendent of Schools is authorized to close schools for such emergencies as: inclement weather, outbreak of contagious disease, etc. The buildings, however, will remain opened regardless of weather conditions.

In the event the schools are to be closed, the Superintendent shall authorize a media statement by 6:00 a.m. and periodically thereafter. If the announcement of the closing is not received by a parent, children will be able to enter the building and remain until arrangements to return home are made by school personnel.

Emergency closing of school during the regular school day shall be at the Superintendent's discretion and shall be conveyed to the schools from the Superintendent's office.

Administrative Regulations: EMERGENCY CLOSING OF SCHOOLS

I. The Superintendent of Schools may use the following factors to determine the school closing because of inclement weather:

   A. Weather Forecast
   B. Police Department report of the conditions of the streets and highways
   C. Decisions by the surrounding districts
   D. Condition of the school's parking lots

In the event of the Superintendent's absence, the Assistant Superintendent will determine whether or not the schools will close. The decision to close the schools shall be made by 6:00 a.m.

II. If the schools are to be closed, the Superintendent or his/her designee will contact the computerized emergency closing center. In addition, the PTO will be telephoned so that their phone tree can be activated.

APPROVED: MAY 2007

STUDENTS

DELAYED START

District 29 has seldom resorted to closing school due to weather conditions. In order to avoid closing school in all but the most severe weather conditions, the District may employ a "delayed start" practice whereby the school day will begin at 9:50 a.m. at Sunset Ridge and 10:00 a.m. at Middlefork. Sunset Ridge will be dismissed at 3:20 p.m. and Middlefork at 3:30 p.m.

The decision to close or use a delayed start will be made by 6:00 a.m. Only under the most severe conditions will school be canceled. The delayed start will allow us to conduct a full schedule, avoid the problems of rescheduling a canceled day and, most importantly, permit students and staff to travel to school in off-peak traffic conditions. All notification procedures for emergency closing will also be employed for a delayed start.

APPROVED: MAY 2007

STUDENTS

Psychological Testing

Educational and psychological testing services are available to students in the District through specialists. Upon authorization by the Student Services Committee, these services are available at no extra cost to parents. Procedures for a case study evaluation shall be developed by the Director of Student Services in conjunction with the Superintendent. The services of a psychologist are available to students and parents desiring help in alleviating emotional and/or behavioral difficulties.

Through use of these services a teacher may be better able to design appropriate learning experiences. In some instances the need for specialized programs or referrals to other resources may be indicated.

In all case(s), written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). Upon completion of the examination, the results will be interpreted to the parent(s)/guardian(s) as well as the professional staff.

STUDENTS

Adolescent Suicide Awareness and Prevention Programs

The Superintendent or a designee is directed to develop and implement an adolescent suicide awareness and prevention program. The Superintendent will attempt to develop a liaison between the State or community mental health agency and the District to secure professional expertise and assistance.

Administrative Procedures

Adolescent Suicide - Crisis Intervention

I. Identification of the at-risk student:

A. An employee having any reason to believe a student is considering or threatening suicide is to contact the Building Principal, District social worker/psychologist.
B. The social worker/counselor or Principal will meet with the student.
C. The social worker/counselor will call the student's parent(s)/guardian(s) and arrange a meeting.
1. All calls and meetings with parent(s)/guardian(s) will be documented and a copy of the documentation sent by certified mail to the parent(s)/guardian(s).
2. The social worker/counselor will suggest to the parent(s)/guardian(s) that the state or community mental health agency be contacted. This suggestion shall be a part of the documentation sent to the parent(s)/guardian(s).
D. An employee should immediately contact a student's parent(s)/guardian(s)anytime the employee reasonably believes the student is in imminent risk of suicide.

II. Documentation regarding the at-risk student:

A. District employees shall take notes on any conversations which involve or relate to the at-risk student. The notes shall become a part of a written report to the Building Principal.
B. Conversations which involve or relate to the at-risk student shall be confirmed in writing with the other party(s).
C. The Superintendent shall receive a copy of all reports and documentation regarding the at-risk student.
D. The social worker/counselor shall prepare a report of the situation for the student's records.

STUDENTS

Child Abuse

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child must report such a case to the Department of Children and Family Services. In such a situation the staff member shall notify the Superintendent that a report has been made. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases. The Superintendent shall create a document signed by all District employees notifying them of their responsibilities as set forth in the rules and regulations.

Abuse and neglect are defined by Illinois law but may generally be understood as follows:

1. Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare; and
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education or medical or remedial care required by law by one who is responsible for the child's welfare.

STUDENTS

Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse.

   The Superintendent or designee may implement procedures to further a healthy school environment and help to prevent or reduce the spread of disease, including head lice (Pediculus Humanus Capitis).

2. Educational and psychological testing services and the services of a psychologist as needed.

   In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

   A student's parent(s)/guardian(s) must consent to regular or continuing services from a psychologist and/or social worker.

3. The services of a social worker.

   A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Educational Act, 42 U.S.C. 12101 et seq.

LEGAL REF.: A
CROSS REF.: 630.02

APPROVED: MAY 2007

STUDENTS

Administrative Procedure – Protocol for Responding to Students with Social, Emotional, or Mental Health Problems

Student Services Committee

Committee members must be school staff members who are qualified by professional licensing or experience to address issues concerning students who may have social, emotional, or mental health problems. As needed on a case-by-case basis, the Student Services Committee may request the involvement of the Building Principal, relevant teachers, and the parents/guardians. Records produced and shared among Committee members may be subject to laws governing student records. Confidential information given by a student to a therapist is governed by the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/1 et seq.

Referrals

Staff members should refer a student suspected of having social, emotional, or mental health problems to the building-level Student Services Committee. The Student Services Committee will review information about a referred student, including prior interventions, and suggest appropriate steps for referral and follow-up. The Student Services Committee may offer strategies to a referred student's classroom teachers and parents/guardians about ways they can manage, address, and/or enhance the student's social and emotional development and mental health. In addition, the Student Support Committee may recommend coordinated educational, social work, school counseling, and/or student assistance services within the school as well as referrals to outside agencies.

Referrals under this procedure are unrelated to the special education evaluation process and do not trigger the District's timeline for evaluations. However, the use of these procedures shall not circumvent the special education process.

School Counseling, Social Work, and Psychological Services

The Student Services Committee may request school counselors, social workers, psychologists, and school nurses to provide support and consultation to teachers and school staff about strategies to promote the social and emotional development and mental health of all students. They may also be requested to provide screening and early detection approaches to identify students with social, emotional, and mental health problems.

STUDENTS

Administrative Procedure – Protocol for Responding to Students with Social, Emotional, or Mental Health Problems

Written permission from the parent/guardian is required for any on-going social work and psychological services. "On-going" is defined as more than five contacts in which the student received these services. Written consent may be obtained through an IEP or other designated form. That consent does not entitle parents/guardians to know the contents of all that is discussed. School counselors, social workers, and psychologists will inform parents/guardians of all issues that pose a health and/or safety risk; they will inform the Building Principal of any health or safety risks that are present in the school.

Psycho-Education Groups

As appropriate, the Student Services Committee may recommend that a student participate in a variety of social-emotional educational groups. These groups are typically led by school counselors, social workers, or psychologists, but are not structured as therapeutic services. Groups are designed to help students better understand issues and develop strategies to manage issues of concern to them that may, if not addressed, interfere significantly with the students' educational progress or school adjustment. Groups have a written curriculum that guides discussion over a set period of time, generally five weeks. A student may participate in a group without parent/guardian permission for one such time period; subsequent enrollment in the same group requires parent/guardian permission.

Students in a group who present significant concern and for whom therapeutic services must be considered will be referred to the social workers, psychologists, or school counselors for individual consultation.

School and Community Linkages

When possible, the Student Services Committee shall seek to establish linkages and partnerships with diverse community organizations to provide a coordinated approach to addressing children's social and emotional development and mental health needs.

APPROVED: MAY 2007

STUDENTS

Student Concussions and Head Injuries

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

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These require that:

    a. A student who exhibits signs, symptoms, or behaviors consistent with a concussion in gym class, recess, a practice or a game shall be removed from participation or competition at that time.
    b. A student who has been removed from a physical activity for a possible concussion or head injury may not return to that activity or event unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois.
    c. If not cleared to return, a student may not play or practice until he or she has provided the school nurse 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.

2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

2. Provide coaches, physical education teachers, recess supervisors, student athletes and their parents/guardians with education materials regarding the nature and risk of concussions and head injuries, including risks inherent in continuing to play after a concussion or head injury.

4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

APPROVED: 3/13/12

STUDENTS

Exemption From Physical Activity

A parent(s)/guardian(s) may request that his child be exempted from some or all physical activities during the school day. The responsibility for such exemption shall be with the Building Principal or his/her designee who may require a written excuse from a person licensed under the Medical Practice Act before allowing a student to attend school without participation in physical activities for an extended period of time.

STUDENTS

Accidents and Injuries

The safety of every student is a matter of serious concern at all times. School buildings and grounds should be regularly inspected for health, fire and safety hazards. The school staff should be alert to hazardous practices or situations especially when students are moving about within the buildings or on the grounds. Rules and understandings should be developed which will help reduce the chances for accidents.

Guidelines should be established for caring for a student who has suffered an accident ranging from those requiring simple cleansing to those for which professional assistance is required. A copy of these guidelines shall be readily available in every Building Principal's office and distributed each year to every parent(s)/guardian(s). All staff members shall be expected to understand and follow such procedures. For any but minor occurrences, the parent(s)/guardian(s) should be contacted.

A written report of any accident involving a student shall be sent immediately to the Building Principal's office by the person having supervision or jurisdiction over the student at the time of the accident. A copy of the report will also be sent to the Superintendent.

Guidelines for Managing Food Allergies

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein that if exposed to or ingested, triggers the immune system to release histamine and other inflammatory chemicals. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, guidelines for managing food allergies using a cooperative effort among students' families, staff members, and students will help the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement Guidelines for Managing Food Allergies that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students.

2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Illinois Department of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools* available at:

   www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf

3. Complies with state and federal law and is in alignment with Board policies.

LEGAL REF.: 105ILCS 5/2-3.149 and 5/10-22.39.
Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines),
Jointly published by the State Board of Education and Illinois Department of Public Health

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:250 (Student Support Services, 7:270 (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

APPROVED: 12/7/10

STUDENTS

Administering Medicines to Students

Parent(s)/guardian(s) have the primary responsibility for the administration of medication to their children.

The School Board recognizes that when parent(s)/guardian(s) cannot or will not administer such medication to students during the school day, or school related activities, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems. The School Board further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school-sponsored activities.

The School Board hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies. The Superintendent or a designee shall develop and implement administrative procedures consistent with this policy to facilitate its implementation.

Administrative Procedures

Emergency Administration of an Epinephrine Auto-Injector (Epi-Pen)

The school district authorizes the school nurses to administer an Epi-Pen to a student in accordance with that student's individual health plan, food allergy plan or Section 504 plan. The nurse may also administer an Epi-Pen to a student who does not have his or her Epi-Pen at school, who does not have a known allergy, or does not have an Emergency Action Plan in place when the nurse believes in good faith that the student is having an anaphylactic reaction. A supply of Epi-Pens will be kept in a secure location for use in accordance with a student's plan or in the case of an emergency. Nurses who give such injections, as well as the school district, its employees, and doctors providing standing protocols or prescriptions to school for Epi-Pens will not be liable for any injuries, except for cases involving "willful and wanton" conduct.

Non-Emergency Administration of Student Medication

I. **Definitions**

A. "Prescription medication" means any medication prescribed by a licensed physician or dentist.

B. "Non-prescription medication" means any medication that can be obtained over-the-counter.

C. "School nurse" means any person employed by the Board who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, Ill.

STUDENTS

II. School Medication Authorization

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non prescription medication until a completed and signed District 29 Medication Authorization Form is filed. This form shall be completed by the student's parent(s)/guardian(s) and physician and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

III. Personnel Authorized to Administer Medication

A. Administration by School Personnel

(1) All student medication shall be left with the school nurse during the school day. If there is no school nurse in the building, then the medication shall be left with the person designated by the Superintendent;

(2) All such medication will be clearly marked with the student's name, doctor's name, contents and dosage in the original labeled pharmacy container;

(3) All student medication will be administered by the school nurse whenever possible. Administration of medication by other school personnel is allowed in accordance with Subsections 4 and 5 below;

(4) Teachers and other certificated school personnel as designated by the Superintendent may administer student medication (if the school nurse is not available); and

(5) A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage and supervising personnel.

B. Administration by Student

(1) A student may possess an epinephrine auto-injector (EpiPen) and/or inhaled medication prescribed for asthma for immediate use at the student’s discretion provided the student’s parent/guardian has completed and signed a District 29 Medication Authorization form (epinephrine requires MD and parent signature;

(2) When necessary, a student may self-administer an epinephrine auto-injector (Epi-Pen) and or inhaled medication with prior parental consent;

(3) The student shall inform the nurse after self-administering inhaled medication or using an Epi-Pen;

(4) A record shall be kept of all medication dispensed to students, or self-administered by students, specifying the time of dispensation, dosage and supervising personnel;

(5) The School District shall incur no liability for the administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or inhaled medication or storage of any medication by school personnel.

IV. **Field Trips**

A. The nurse shall provide the certificated school personnel responsible for the field trip with a copy of the District 29 Medication Authorization form described in section II for students requiring medication on the field trip. When applicable, the nurse will also review and provide the school personnel with a copy of the student's Emergency Action Plan. If necessary the nurse will accompany the student on the field trip.

(B) The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences. All medication to be administered by school personnel during this field trip/outdoor education experience shall be clearly marked with the student's name, doctor's name, contents and dosage in the original labeled pharmacy container.

STUDENTS

Animal Bites

If a student is bitten or scratched by an animal, either at school or on the way to or from school, the police shall be called. Every effort shall be made to assist in identifying the animal so that the animal can be captured by the police and the necessary procedures with regard to rabies can be followed. The parent(s)/guardian(s) shall be notified so that the student may be taken to a physician.

STUDENTS

Students with Chronic Communicable Diseases

Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether a student with a chronic communicable disease may attend school in the regular classroom setting shall be made in accordance with this Policy.

Section I – Procedures

A. Temporary Exclusion

Upon being informed that a student has, or is reasonably suspected of having, a chronic communicable disease, an employee shall inform the Superintendent or designee responsible for convening the multidisciplinary team.

Pending determination of placement, a student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, may be temporarily excluded from school if a medical situation exists warranting temporary exclusion. The school district may require the student to submit to a physical examination, conducted by a physician selected by the district and provided at school district expense. If a student refuses to submit to such an examination, that student may be excluded pending a medical examination showing that the child poses no risk. During the period of temporary exclusion, the student shall be provided with an appropriate educational program. Appropriate educational instruction may include, but shall not be limited to, the following: homebound instruction, hospital instruction, on-line instruction, and tele-max (if age is appropriate).

B. Initial Case Study Evaluation

Each student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, shall submit to a medical examination as part of a case study evaluation. The student shall then be evaluated by a multidisciplinary team, convened by the Superintendent, that may consist of appropriate district personnel and a physician or other consultants selected by the Superintendent or designee, the student's physician(s), public health personnel, the District's legal counsel, the student's

parent(s)/guardian(s) and the student, where applicable. Every effort shall be made to complete the evaluation in a prompt and timely manner.

C. Placement Decision

Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of formulating program and service options. Recommendations concerning the student's placement shall be determined in accordance with the standard set forth in this Policy and shall be based upon the following factors:

(1) the risk of transmission of the disease to others;

(2) the health risk to the particular student;

(3) reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others; and

(4) the provision of educational services in the least restrictive environment.

(5) the placement decision shall be communicated in writing to the student, the parent(s)/ guardian(s), the Building Principal, the Superintendent, and teachers who have a need to know.

(6) Within ten (10) school days of the decision, the parent may appeal a decision or recommendation of the multi-disciplinary team by asking the Superintendent for a reconsideration of the information by the team. Any such request shall be in writing and identify the specific decision(s) with which the parent disagrees, the basis for the disagreement and a proposed resolution. If after reconsideration, the parent continues to disagree with the school recommendations, the matter may be appealed to the Board of Education. An appeal to the Board must be requested within ten (10) school days of receipt of the decision following reconsideration. The Board decision shall be the final administrative decision.

D. Subsequent Evaluations

The student shall be reevaluated on a regular basis by the multidisciplinary team to determine whether the student's placement and program continue to be appropriate. The frequency of the reevaluations shall be determined by the team, but in no event shall the student be reevaluated less frequently than twice per school year. In the event a change in the student's medical condition occurs, or a change in the school environment occurs, the

multidisciplinary team shall determine if a change in placement is appropriate. If, however, an emergency occurs, the Superintendent shall have the right to take appropriate action. Any such action will be reviewed by the multidisciplinary team as soon as possible.

Section II - Confidentiality

A. Students With Chronic Communicable Diseases Other Than Human Immunodeficiency Virus (HlV) or Acquired Immune Deficiency Syndrome (AIDS)

The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information. The multidisciplinary team responsible for making initial evaluations and placement decisions will be responsible for determining who has "a direct need to know." The Superintendent or designee shall report, by mail or telephone, each suspected or diagnosed case of a Class I or Class II communicable disease to the local health authority.

B. Students With HIV or AIDS

Upon learning that a student has AIDS, or has tested positive for HIV on a Western Blot Assay or on a more reliable test, the Principal shall inform the Superintendent or designee responsible for convening the multidisciplinary team. Members of the multidisciplinary team may be provided with the child's identity and any other appropriate information. The Principal may also disclose the identity of the child to the administrative official responsible for approving the necessary documentation pertaining to multidisciplinary staffings. The Principal may then disclose the identification of a student with AIDS to the school nurse at the school in which the child is enrolled. Classroom teachers of the child in question deemed to have a "direct need to know" by the multidisciplinary team will be provided with the appropriate information. The Principal, multidisciplinary team members, the school nurse and classroom teachers shall not further disclose any information provided to them. [The Principal may, in consultation with the Superintendent, reveal the presence of a child infected with HIV, AIDS or ARC so long as the child's identity is not revealed.] Members of the multi- disciplinary team shall be held harmless by the Board for all actions within the scope of their authority.

Section III -Additional Rules and Regulations

The Superintendent may establish additional rules and regulations designed to implement this Policy.

STUDENTS

SAFETY

The safety of students is taken very seriously by District personnel. The District will take all appropriate steps to monitor the safety of students in all school buildings and grounds.

The District's goals and objectives relating to safety include, but are not limited to, the following:

1. Maintaining a safe school environment (life-safety consultants shall be called in periodically to inspect the physical condition of all buildings and grounds);

2. Observation of safe practices of school personnel and students, particularly in those areas of instruction of extracurricular activities which may provide special hazards;

3. Offering safety education to students in particular subjects, such as laboratory courses in science, shop courses, and health and physical education; and

4. Providing immediate and appropriate aid for students in case of accident or sudden illness.

In addition to the above safety measures, school personnel have been advised to watch for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. The Building Principal shall notify the police in appropriate circumstances.

Teachers shall instruct students not to accept gifts or automobile rides from strangers and the students will also be instructed to tell the teachers, school personnel, their parent(s)/guardian(s), and/or police of any suspicious strangers. The Officer Friendly Program shall also be used to provide such instruction.

The District is not responsible for the supervision of students when they are traveling to or from school except in District authorized and provided transportation, nor while they are in the school buildings engaged in activities sponsored by agencies other than the District. However, the District may discipline students for off-campus misconduct that disrupts school related instruction.

LEGAL REF.: 105ILCS 5/27-17

APPROVED: MAY 2007

STUDENTS

Bicycles

The District shall maintain a comprehensive Bicycle Safety Program in conjunction with the Northfield Police Department. Students who ride bicycles to school shall observe safety rules and procedures for the use of bicycles. Bicycles brought to school must be stored in the bike racks provided by the District.

Students shall be encouraged to adhere to bicycle rules as provided during classroom instruction and those students who do not exhibit cyclist courtesy or who do not follow District safety rules shall be prohibited by the Superintendent from bringing their bicycle to school. A letter will be sent from the Superintendent to the student's parent(s)/guardian(s) explaining the reasons for denial to the student of this privilege.

STUDENTS

Emergency Drills

The protection of students against hazards while attending school shall be the duty of the Building Principal and teaching staff of each building. At the beginning of each school year the Building Principal shall distribute to each teacher a plan of fire, civil defense and disaster drills in the building. The District shall hold no less than three (3) full participation fire drills during the school term. Disaster drills shall be conducted on a regular basis.

Special drill activities will be planned by the Building Principal and teachers of each building to assure orderly movement and placement of students in the safest available building area. (This area, in each building, has been designated in consultation with architects and engineers.)

Since many parents may not be at home when an emergency arises, it shall be the policy to retain students and teachers at the school building in case of extreme emergency where less than one (1) hour of warning time is known. Parent(s)/guardian(s) may come to the school premises to pick up their students if they so desire.

STUDENTS

Grading and Reporting to Parent(s)/Guardian(s)

Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the District based upon his/her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible. District policy shall provide the procedure and reasons by and for which a grade may be changed; provided that no grade or evaluation shall be changed without notification to the teacher concerning the nature and reasons for such change; and if such a change is made, the person making the change shall assume such responsibility for determining the grade or evaluation, and shall initial such change.

The following criteria will be observed:

1. The use of marks and symbols will be appropriately explained;

2. The District will strive for consistency in grading and reporting;

3. Grading will not be used for disciplinary purposes; and

4. Grading will be based on improvement, achievement, capability of the student and the professional judgment of the teacher.

Parent(s)/guardian(s) will be notified when a student's performance requires special attention.

LEG. REF: A

APPROVED: MAY 2007

STUDENTS

Promotion and Retention

The Superintendent will direct and aid teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards.

A student's achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level will be assessed and evaluated before he or she is promoted.

STUDENTS

Awards

Under the direction of the Superintendent, the District's professional staff shall maintain a set of criteria and procedures for presenting awards to students for academic achievement, sports and community service.

All honors and awards shall be conferred under the supervision of the Building Principal.

STUDENTS

Student Organizations

The activities of approved student organizations shall be regarded as a vital part of the total educational program.

The Superintendent shall direct the professional staff to establish and maintain criteria and procedures for students participation in approved activities. When academic requirements for membership in student organizations exist, they shall be presented to students in writing prior to their acceptance for membership.

STUDENTS

Athletics

Student participation in School Board approved school athletic activities shall be contingent upon the following requirements:

1. The student must attain standards as set forth in the District's Handbook of Rules and Regulations;

2. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved;

3. A physical examination of the student must be completed by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation shall be submitted to the District; and

Full compliance with all the requirements is necessary before a student may engage in a school athletic activity.

The Superintendent or designee shall maintain the necessary records to insure student compliance with this policy.

STUDENTS

Student Performances

Student performances should be an extension of the instructional program. Approved student performances are considered to be valuable learning experiences for students and are encouraged. Care is to be exercised to avoid excessive use of class time for rehearsals.

STUDENTS

Student Council

Participation in an elected representative Student Council is an important experience for future voters in a democracy. Children can benefit from participation in the decision-making process regarding matters within their understanding and concern.

At Sunset Ridge School the Building Principal will facilitate a program for student government which shall include the election of Officers. Annually the Superintendent shall appoint a sponsor who will administer the program.

STUDENTS

Student Personal Travel

While absence from school for personal travel (i.e., not part of a school sponsored trip), is generally discouraged, the School Board recognizes that educational experiences may occur outside of the classroom. In the event that a Sunset Ridge School student will not be attending school for more than one day due to personal travel, an "Extended Absence Form" should be completed and submitted to the Sunset Ridge School office. Extended Absence forms are available on the district website under "Parent Information" or hard copies are available in the Sunset Ridge School office.

APPROVED: 1/8/13

STUDENTS

Contests

The School Board believes the primary educational aims of the schools and the needs and interests of their students must be the most important consideration at all times. It shall therefore be a general policy to deny promotional aid, school time or faculty assistance to student contests involving essay writing, poster-making or other activities sponsored by organizations outside the school.

Exceptions may be made, if in the judgment of the Superintendent a particular contest involves experiences which are closely allied to and in support of the instructional word of the school and which will clearly serve to advance the educational aims of the school. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes, shall not in themselves constitute sufficient reason for exception to the general policy.

Contests or projects, in general, should not interfere with the operation of the regular course of study in classes or require a teacher to sacrifice much time from the regularly planned program for students. The participation of teachers and students in any approved contest shall be voluntary.

STUDENTS

Fundraising Activities

The School Board recognizes that in limited circumstances fundraising by students may be an appropriate part of the educational process. Funds may be raised for various purposes including the following: charitable organizations where the proceeds contribute to a recognized humanitarian purpose; to offset costs for school-sponsored overnight field trips; or as part of the traditional Eighth Grade class gift. When raising money for school-sponsored trips, funds may be used to offset individual student expenses as well as overall group costs.

Student fundraising activities, whether they are student or teacher generated, shall be supervised by the Building Principal and subject to the approval of the Superintendent. The Superintendent may recommend the fundraising activity to the School Board for its approval.

The Superintendent or his/her designee shall develop rules and regulations concerning the management of activity funds. The number of student fundraising activities within a given school year will be monitored and limited to an appropriate level, based on the amount of money being raised, targeted donors, and the purpose of the fundraising.

When raising funds students shall not request donations from individual staff members. Staff members who wish to donate may do so by contributing to a general fund for the designated activity/organization. Competition for raising funds among individuals, classes or schools should be kept to a minimum and monitored to ensure no student feels pressure to collect money.

APPROVED: 1/8/13

STUDENTS

Student Volunteers

The School Board encourages the utilization of student volunteers in the educational program (e.g. student librarians, student office helpers, student tutors, etc.). However, student volunteers must be capable of carrying out the additional load without endangering their academic achievement. All student volunteers shall be expected to maintain their grades, and attend all classes.

STUDENTS

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their or their child's 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 parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

The Superintendent shall implement this policy and state and federal law with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Administrative Procedure - Student Records

Maintenance of School Student Records

The District maintains two sets of school records for each student: a *permanent* record and a *temporary* record.

The permanent record shall include:

basic identifying information;
academic transcripts;
attendance record;
accident and health reports; and
information pertaining to release of this record~~;~~.

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District.

STUDENTS

Maintenance of School Student Records (continued)

The temporary record may include:

family background;
intelligence and aptitude scores;
psychological reports;
achievement test results;
participation in extracurricular activities;
honors and awards;
teacher anecdotal records;
disciplinary information;
special education files;
verified reports or information from non-educational persons, agencies or organizations;
verified information of clear relevance to the student's education; and information pertaining to release of this record.

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record no longer than five (5) years after the student has transferred, graduated, or permanently withdrawn from the District. Temporary records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records in accordance with the District's procedure established by the Superintendent. Student records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

Access To Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act;

STUDENTS

Access to School Student Records (continued)

2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

   Where the parent(s)/guardian(s) are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

   Academic progress reports or records;
   Health reports;
   Notices of parent-teacher conferences;
   School calendars distributed to parent(s)/guardian(s); and
   Notices about open houses, graduations, and other major school events including pupil parent(s)/guardian(s) interaction.

   When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to a parent(s)/guardian(s) become exclusively those of the student.

   Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his/her right of access after being advised of his/her right to obtain the names of all persons making such confidential letters and statements;

3. The District may grant access to, or release information from, student records to parental/guardian consent or notification. Access in such cases shall be limited to the satisfaction of that need;

4. The District may grant access to, or release information from, student records can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;

STUDENTS

4. The District shall grant access to or release information from a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of its terms, 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;

6. The District shall grant access to or release information from any student record as specifically required by federal or state statute;

7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records;

8. The District may release student records to the Superintendent or an official with similar responsibilities in a non-Illinois school in which the student has enrolled or intends to enroll, upon written request from such official;

9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents;

10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release;

STUDENTS

11. The District may charge a reasonable fee per page for copying information in the student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship; and

12. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, records custodian, or other person. The record of release shall include:

    Information released or made accessible;
    The name and signature of the records custodian;
    The name and position of the person obtaining the release or access;
    The date of the release or grant of access; and
    A copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to:

name;
address;
gender;
grade level;
birth date and place;
parents'/guardians' names and addresses;
academic awards, degrees, and honors;
information in relation to school-sponsored activities, organizations, and athletics
major field of study; and
period of attendance in school.

The notification to parent(s)/guardian(s) and students concerning school records will inform them of their right to object to the release of directory information.

STUDENTS

Student Record Challenges

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

the right to present evidence and to call witnesses;
the right to cross-examine witnesses;
the right to counsel;
the right to a written statement of any decision and the reasons therefore; and
the right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide within twenty-four (24) hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

LEGAL REF.: A

STUDENTS

Photographing and Videotaping of Students

Students may be involved in school-sponsored activities which may result in the photographing or videotaping of students engaged in those activities. These activities may include, but shall not be limited to, performing in school plays, displaying samples of student work or representing a particular instructional program.

The School Board may permit student photographs to be taken on school premises by a commercial photographer when there is a school-related purpose for the photographs.

School employees shall not profit from such activities.

STUDENTS

Fines, Fees and Charges

Generally, students will not be assessed fines and fees for the use of district material; however, the district reserves the right to assess such charges in special circumstances.

Students shall not be denied educational services or academic credit due to the inability or unwillingness of parent(s)/guardian(s) to pay textbook fees, fines, other school fees or charges for damaged property. The parent(s)/guardian(s) is legally responsible for such indebtedness, not the student, and any action taken by the district to collect such fees should be taken against the parent(s)/guardian(s).

STUDENTS

Visitors and Guests

Parents are encouraged to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours.

Nonresident, preschool and high school students may visit classes providing permission from the Building Principal has been obtained.

All visitors are expected to report to the school office before proceeding to their destination.

STUDENTS

Telephone Calls

Generally, classrooms should not be interrupted for telephone calls or messages.

Students may not use the telephone except in case of illness or with permission of a teacher or other staff member.