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EQUAL EDUCATIONAL OPPORTUNITIES

The Board of Education will pursue equal educational and extracurricular opportunities for all students without regard to race, color, nationality, ancestry, sex, sexual orientation, religious beliefs, disability, status as homeless, order of protection status, actual or perceived marital or parental status, gender identity, pregnancy, and any other legally protectable category. Provisions for these opportunities will be commensurate with student needs, abilities, interests, and diverse cultural backgrounds.

Further, the District will not knowingly enter into agreements with an entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 4.035.

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

LEGAL REF.: Illinois School Code: 105 ILCS 5/10, -21.3, -22.5; 105 ILCS 5/22-11; 5/22-19;
105 ILCS 5/27-1
Civil Rights Act of 1964, as amended in 172, 20 USC § 1681 et seq.
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Religious Freedom Restoration Act, 775 ILCS 35/5
Ill. Constitution Article I, §8
23 Ill.Admin. Code §1.240
Illinois Human Rights Act, 775 ILCS 5/1 et seq.

CROSS REF.: Administrative Procedure Handbook – Section 7.37-.40

NONDISCRIMINATION ON THE BASIS OF DISABILITY

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations apply to all school districts receiving federal funds. Under this body of law a school district:

1. May not discriminate against qualified persons with disabilities in any aspect of school district employment solely on the basis of the disability conditions.
2. Must make facilities, programs, and activities accessible, usable, and open to qualified persons with disabilities.
3. Must provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities, to qualified persons with disabilities.
4. May not exclude any qualified person with disabilities solely on the basis of disability from participation in any preschool education or day care program or activity or any adult education or vocational program or activity.
5. Must provide each qualified person with disabilities with the same health, welfare, and other social services as are provided other persons.

School District U-46 receives federal financial assistance and must comply with the above requirements. Additionally, the Board of Education is of the general view that:

1. Discrimination against a qualified person with disabilities, solely on the basis of disability, is illegal; and that
2. To the extent reasonably possible, qualified persons with disabilities should be in the mainstream of life in a school community.

Accordingly, employees of School District U-46 will comply with the above requirements of law and regulations.

LEGAL REF.: Section 504, Rehabilitation Act of 1973, 29 USC § 794
Individuals with Disabilities Education Act, 20 USC § 1400 et seq.
Americans with Disabilities Act, 42 USC § 12101, et seq.

CROSS REF.: 6.120 - Programs for Students with Disabilities

GENDER EQUITY POLICY – STUDENTS
EQUAL EDUCATIONAL OPPORTUNITIES

Title IX prohibits any person, on the basis of gender, from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity receiving, federal financial assistance, except as limited by law.

The State Gender Equity provisions are applicable to all public school districts. They prohibit any person, on the basis of gender; from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity.

Consistent with Title IX and the State Gender Equity provisions, it is the policy of District U-46 to prohibit any person from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity on the basis of gender. No student shall, based on gender, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student 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 and, thereafter, to the State Superintendent of Education.

LEGAL REF.: Article I, Section 18
105 ILCS 5/10-21.3, 5/10.22.5, 5/27-1, 5/22-19, 5/3-10, 5/2-3.8, 5/27-1
23 Ill. Admin. Code §§200.40, 200.50
Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the
1980 implementing regulations (34 CFR Part 106) as amended

CROSS REF.: 7.020 Sexual Harassment Policy – Students
Administrative Procedure Handbook – Section 7.37-.40

THIRD-PARTY STUDENT SURVEYS, QUESTIONNAIRES, AND REQUESTS FOR PERSONAL INFORMATION

Third party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member, or student. Third party student surveys and questionnaires shall be administered at the discretion of the Chief Executive Officer and only when they serve to advance the District's educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

Surveys Requesting Personal Information

No student shall be required, as part of any applicable program, to submit to a District or third-party survey, analysis or evaluation that reveals the following information without prior written consent of his/her parent guardian:

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

School staff shall not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable time of their request.

Selling or Marketing Students' Personal Information is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose.) The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town, (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

This policy shall be included in the Student Handbook. The Chief Executive Officer/designee shall notify students' parents/guardians of:

1. This Policy as well as its availability upon request from the District office.
2. How to opt their child out of participation in activities as provided in this policy.
3. How to request access to any survey or other material described in this policy.

Notification shall be given to parents/guardians at least annually, at the beginning of the school year, in the student's handbook.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: The Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/1 et seq.; 105 ILCS 5/10-20.28; Protection of Pupil Rights, 20 USC § 1232h

ANTI-HARASSMENT POLICY – STUDENTS

Bully, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age, religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal physical, cyber-bullying or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include but are not limited to name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. (See Policy #7.193 for definition of bullying).

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Reporting a Complaint of Harassment

Any student who feels that he or she has been the victim of harassment or who has witnessed harassment should notify a school employee or the Principal or Nondiscrimination Coordinator or Complaint Manager. The Non Discrimination Coordinator is the District's Chief Legal Officer and the Assistant Superintendent of Human Resources/designee, both of whom can be reached at 355 East Chicago Street, Elgin, Illinois, 847-888-5000.

Any complaint or investigation will be treated with confidentiality to protect the privacy rights of the student involved. Students who make good faith complaints will not be disciplined.

Any employee receiving a harassment complaint from a student is required to report it to the Chief Legal Officer.

The Chief Executive Officer/designee shall use reasonable measures to inform staff members and students that the District will not tolerate harassment such as by including this policy in the appropriate handbook. Any District employee who is determined, after an investigation, to have engaged in harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy.

Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action up to and including discharge, with regards to employees, or suspension and expulsion, with regards to students.

LEGAL REF.: 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, and 5/27-1, 5/27-23.7
23 Ill.Admin. Code §200.10 et seq.

ASSIGNMENT OF STUDENTS TO CLASSES

Administrators have the right and responsibility to assign a student to those classes or programs deemed appropriate and in the best interest of the student.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-21.2, -22.41

ASSIGNMENT OF STUDENTS TO SCHOOLS

The District will establish and maintain school attendance areas and boundaries that offer optimal educational opportunities through student assignments which effect maximum facility utilization. The Board recognizes the importance of assignment of students without consideration to race, color, creed, gender, or nationality. Married students living independent of their parents/guardians will attend school in the attendance area in which they reside. A student will attend school in the attendance center area in which he/she resides with the exceptions as noted below which may be granted at the discretion of the Chief Executive Officer/designee:

1. A student who has attained sixth, eighth, or twelfth grade status, whose parent or guardian moves within the school district, may complete the year in the school in which he/she was enrolled.
2. A parent/guardian may request that his/her student be permitted to transfer to another school:
 - a. When the student or parent presents exceptional physical or mental needs.
 - b. When a majority of the student's curricular needs cannot be met in his/her attendance center.
3. All requests for attendance area exceptions noted above will be presented in writing by the parent/guardian with appropriate supportive documentation. The Chief Executive Officer/designee will establish efficient administrative procedures to consider such requests. Final decisions regarding such requests will be the responsibility of the Chief Executive Officer/designee. When exceptions are granted, transportation is the responsibility of the parent and/or student.
4. Transfer of selected students attending a school identified for school improvement, corrective action or restructuring pursuant to Illinois Public Act 92-604, the Federal Public Law 107-110, Sec. 1116 (the federal Elementary and Secondary Education Act of 1965, as amended, 20 U.S.C. Sec. 6317) and the No Child Left Behind Act.

Students may not transfer to schools that do not have attendance capacity or schools that have academic admission criteria if the transferring student does not meet those criteria (unless such a school is the only school to which the student could transfer). The Chief Executive Officer/designee may establish additional criteria for the identification of receiving schools, which may include, but not be limited to, attendance areas or geographic zones within which transfers may be authorized; services necessary to meet students' special education, bilingual or other programmatic educational needs; and/or minimum academic achievement levels for receiving schools.

The Chief Executive Officer/designee shall develop the criteria for selection of students who may be eligible to transfer and the criteria for the identification of receiving schools pursuant to this policy and shall establish efficient administrative procedures to consider transfer requests under paragraph 4. The transfer criteria and administrative procedures shall be reviewed and approved by the Board of Education. Thereafter the transfer criteria and administrative procedures shall be reviewed annually by the Chief Executive Officer/designee and any changes reported to the Board of Education.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.24, -21.3, -22.5, -22.41; Illinois Public Act 92-604; Federal Public Law 107-110, Sec. 1116 (the Federal Elementary and Secondary Education Act of 1965, as amended, 20 U.S.C. Sec. 6317)

CROSS REF.: Board Policy #7.063 – School Attendance Areas
Administrative Procedure Handbook – Section 20.1-4; 20.23-26; 20.31-32

RESIDENCY

Resident Students

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody. "Legal custody" means:

1. Custody exercised by a natural or adoptive parent with whom a pupil resides;
2. Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational programs;
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the District's educational programs;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night-time abode for purposes other than to have access to the educational programs of the district.

The criteria for determining the residency of special education students are set forth in the School Code and must be applied in place of the criteria and procedures generally applicable to students, when appropriate.

A student whose family moves out of the District during the school term will be permitted to attend school for the remainder of the school year without payment of tuition. Transportation will be the responsibility of the parent/student. However, the attendance and tuition obligations of a special education student who becomes a non-resident during the school year shall be determined in accordance with the provisions of Article 14 of the Illinois School Code.

If a student's family plans to move into the District within 31 calendar days after the beginning of school, the student may be allowed to attend school at the beginning of the school term without payment of tuition. Tuition fees will be determined on a per capita cost by the District's Chief Financial Officer.

Military Status of Custodian

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and will not be charged tuition.

Non-Resident Students

Non-resident students may attend District schools upon the Chief Executive Officer/designee recommendation, approval of the Board of Education, and subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

Non-resident students may also attend District schools whenever any State or federal law, interagency agreement, or a court order mandates the acceptance of a non-resident student.

The Chief Executive Officer/designee is authorized to enter into written agreements with cultural exchange organizations and eleemosynary institutions to provide for the tuition-free attendance by foreign exchange students and non-resident pupils of eleemosynary institutions.

Determining a Student's Residence Status

The Chief Executive Officer/designee may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but is not limited to, interviews, completion of questionnaires, observations and home visits. Whenever the Chief Executive Officer/designee receives information believed to be reliable questioning the residency of the student, the Chief Executive Officer/designee shall conduct an investigation to determine whether the student is a resident of the District.

If a student has not begun attendance in school when residency is questioned, the Chief Executive Officer/designee shall generally deny attendance pending determination of the student's residency, however, students who qualify as homeless under the Education for Homeless Children Act, 105 ILCS 45/1-1 et seq, shall be enrolled immediately. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Chief Executive Officer /designee shall make a decision as to the student's residency. If the Chief Executive Officer /designee determines that the student is not a resident, the Chief Executive Officer /designee will take appropriate action, which may include refusing to enroll the student.

If the Chief Executive Officer/designee determines that a student already enrolled is not a resident of the School District, he or she, on behalf of the School Board, shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge the determination and request a hearing pursuant to the Illinois School Code 105 ILCS 5/10-20.12b (2012).

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:171, Education of Homeless Children, and its implementing administrative procedures, govern the enrollment of homeless children.

Criminal Punishment for Misrepresentation of Residency

Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the District. The Chief Executive Officer is authorized to seek prosecution to the full extent of the law of any person who the Chief Executive Officer believes has committed any residency-related crime with approval of the Board. Civil proceedings may also be initiated with the approval of the Board.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.
30 ILCS 220/11.
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/1-5.
23 Ill. Admin. Code § 1.240(e).

CROSS REF.: 6:171 (Education of Homeless Children)
Administrative Procedure Handbook – Section 20.5-.14

FULL TIME STUDENT STATUS

To be considered a full-time high school student, a student must be enrolled and in attendance in at least five courses.

To be considered a full time middle school student a student must be enrolled in at least 7 of 8 periods.

To be considered a full-time elementary school student, a student must be in attendance for the entire school day on a regular basis.

PART-TIME SCHOOL ATTENDANCE

The School District accepts home and private school students who reside within the District for part-time attendance in the regular education program of the District on a space available basis. Written requests for part-time attendance must be made to the Principal. Students are only eligible to attend the public school within the attendance area where they reside. Requests for attendance in the following school year must be submitted to the Principal before May 1st. Requests may be made only to those public schools located in the district where the child attending the school resides.

Students accepted for part-time attendance must comply with all discipline and attendance requirements established by the School District. Non-resident parent or guardians of a child accepted for part-time attendance is responsible for all tuition and fees which will be pro-rated. Also, part-time students shall not be included in the School District's class ranking or honor roll.

Transportation outside of regular and established bus routes is the responsibility of the parent or guardian.

LEGAL REF.: 105 ILCS 5/10 - 20.24, 5/29-4, 5/10.12(a), 5/10.12(b)

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Only full-time students who meet eligibility requirements may participate in extra-curricular activities.

Nonpublic school students, regardless of whether they attend a district school part-time, may not participate in extracurricular activities.

LEGAL REF.: 105 ILCS 5/10 - 20.24

CROSS REF.: 7.040 - Full Time Student Status
 7.308 - Academy Eligibility Standards
 Administrative Procedures Handbook – Section 4.1; 7.41
 Student Handbooks

SCHOOL ADMISSION

Admission of school-aged children to the schools of District U-46 will be consistent with the Illinois School Code and other legal or appropriate directives which bear upon the Board of Education. The Chief Executive Officer /designee will establish administrative practices which will afford each qualified school-aged child of the District the opportunity to attend school.

A student may transfer into or out of the District according to State law and procedures developed by the Chief Executive Officer/designee. A student that has been suspended or expelled from another school district seeking to transfer into the District will have his or her suspension or expulsion examined under the District's student discipline policies and procedures to determine admission. Where the duration of the transferring student's suspension or expulsion is not indicated, the Chief Executive Officer/designee will recommend, and the Board of Education will determine, the duration of the suspension or expulsion. Expulsions shall not exceed two calendar years from the date of the expulsion. The Chief Executive Officer /designee may make exceptions for all expelled students seeking admission to the District on a case-by-case basis. The Chief Executive Officer /designee has the right to review private school expulsions, and enroll a student prior to serving the entire term of any suspension or expulsion. Where an appropriate program is available, the District may, at its discretion, place the transfer student in an alternative program for the duration of the student's suspension or expulsion.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.12, -20.24, -22.25,-22.6, 5/2-3.13a

ENTRANCE AGE

Provisions for the entrance age of students in District U-46 will be consistent with the statutory requirements of the state, the guidelines of the Illinois State Board of Education, and local requirements.

A child must be five years old on or before September 1 of that school term in order to enter kindergarten. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31.

A child who qualifies for special education services is eligible for admission at 3 years of age.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.12, 5/14-1.02, 5/14-1.03a,
23 Ill. Admin. Code §§1.450(d) and 226.120
105 ILCS 5/10-20.12

ADMISSION OF RESIDENT AND HOMELESS STUDENTS

Students will be assigned to a school serving the attendance area in which they reside except for the student who has a special learning need which dictates alternate placement. Student residence for students under the age of 18 is considered to be with a parent or legal guardian.

All students must register for school each year on the dates and at the place designated by the Chief Executive Officer /designee. Students enrolling in the District for the first time must present a certified copy of his or her birth certificate proof of residence; and proof of disease immunization or detection and the required physical examination, as required by law and Board policy.

During the course of the school year, new resident students to District U-46 will be admitted by the Principal to the appropriate District school upon presentation of the proper transfer form from the former school and other appropriate information and recommendations.

Any child who qualifies as homeless shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.12, -20.24, -22.25, 5/27-8.1, ,45/1-1 et seq.
23 Ill.Admin Code §1.530(a)
McKinney Homeless Assistance Act, 42 USC §11431 et seq.

STUDENT WITHDRAWAL FROM SCHOOL AND RE-ENROLLMENT

The Board of Education expects that each student will complete a formal education. The Board, however, realizes that some students may withdraw from school. It will be the policy of the District to encourage their return to some form of formal educational endeavor.

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not because of age and lack of credits, attend classes during the normal school year and graduate before his or her 21st birthday. A person denied re-enrollment, after being provided some due process, will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

No child will be denied re-enrollment in violation of the Individuals with Disabilities Education Act or the Americans with Disabilities Act.

LEGAL REF.: 105 ILCS 5/26-2
 20 USC §1400 et seq.
 42 USC §1201 et seq.

PREGNANT/MARRIED STUDENTS

School aged students who become married and/or parents should have access to the same basic educational opportunities as other students.

Every effort will be made to see that the educational program of pregnant students is disrupted as little as possible. Pregnant students will receive health and counseling services, as well as instruction, and are encouraged to return to school after delivery.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.6a, 5/27-1

STUDENT ABSENCES AND EXCUSES

The Board of Education expects parents/guardians to ensure regular student attendance. The administration will establish procedures whereby parents/guardians may notify the school of unavoidable absences.

The parents/guardian of a student must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Chief Executive Officer/designee. Extended family vacations when children are to be in school shall be treated as unexcused absences for purposes of determining truancy.

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the 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 Principal/designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class, by telephoning the numbers given.

LEGAL REF.: Illinois School Code: 105 ILCS 5/26-1, -2

CROSS REF.: Administrative Procedure Handbook – Section 5.1 – 5.20

TRUANCY AND RESOURCES AVAILABLE FOR TRUANTS

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: a) between the ages of 6 and 17 years of age (unless the child has graduated from high school), or b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school:

1. Any child attending a private school including home school or parochial school,
2. Any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
3. Any child lawfully and necessarily employed,
4. Any child absent because his or her religion forbids secular activity on a particular day, and
5. Any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The Chief Executive Officer/designee will maintain procedures to deal with students who willfully or negligently avoid regular attendance when schools are in session. Such procedures will be consistent with the guidelines of the State Board of Education and the provisions of the Illinois School Code.

Each Principal has responsibility for monitoring truancy and chronic truancy and to assure that truant students have access to at least one or more of the resources available within the District.

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 5 percent or more of the previous 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.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Chief Executive Officer/designee 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 or her parent(s)/guardian(s), and any school official(s) or other people who may have information. The procedures shall also include a process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

The District may utilize the following resources to help address truancy:

1. Referral to Service Team for suggested strategies.
2. Referral to the Kane County Truancy liaison officer according to the established procedure identified in The District's Administrative Procedure Handbook, 4.0 - 4.20.
3. Referral of students to specific grant programs.
4. Referral of the high school truant to his/her assigned counselor.
5. Referral of high school truants to the alternative high school program when appropriate and space is available in the program.

Any 17 year old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Principal shall refer the matter to the Chief Executive Officer. The Chief Executive Officer/designee may call upon the resources of outside agencies, such as the juvenile officers of the local police department or the truant office of the Regional Office of Education of the applicable county. The School Board, Chief Executive Officer/designee, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive 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.

LEGAL REF.: Illinois School Code: 105 ILCS 5/26-13
23 Ill.Admin Code §1.290
105 ILCS 5/26-1, 5/26-2a, 5/26-3b, 5/26-9, 5/26-12, 5/26-13, and 5/26-15

STUDENT DISMISSAL PRECAUTIONS

No staff member will excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the Principal/designee.

School personnel will not relinquish custody of a student to any person without the written approval of the parent or guardian having legal custody.

For safety and security reasons, a prior written or oral consent of a students' parent/guardian is required before a student is released during school hours: 1) at any time before the regular dismissal time or at any time before school is officially closed, and/or 2) to any person other than a custodial parent/guardian.

SCHOOL ATTENDANCE AREAS

The Board of Education will establish school attendance areas that offer optimal educational opportunities through an assignment of students to provide maximum utilization of all physical facilities. The Board recognizes the importance of assignment of students without consideration to race, color, creed, gender, or nationality.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-21.3, -22.5

CROSS REF.: 7.031 - Student Assignment to Schools

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

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

The Chief Executive Officer shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/
105 ILCS 5/26-1 and 5/26-2b

PHYSICAL AND HEALTH EXAMINATIONS OF STUDENTS

Pursuant to the Illinois School Code and directives from other appropriate state agencies or departments, required written evidence of a completed physical and health examination one year prior to entering the kindergarten, sixth and ninth grades will be presented by all students. If students are initially enrolling in the District and prior compliance has not been met, a two-week grace period will be authorized before such evidence will be required. Students who have not provided such evidence within the two week grace period will be suspended from school and may be considered as truant until such evidence is presented. Students will be notified in June of the physical examination requirement and unless the student is homeless, if the examination is not completed by the opening of school, exclusion will take place immediately. New students who register after October 15 shall have 30 days following registration to comply with the health examination and immunization regulation.

As required by State law:

1. 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.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Any child who qualifies as homeless shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce health records normally required for enrollment.

Parent/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

The Chief Executive Officer/designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye 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. The Chief Executive Officer/designee shall ensure that

parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year. 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 they present proof of 1) completed dental examination or 2) that a dental examination will take place within 60 days after May 15.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Chief Executive Officer a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

LEGAL REF.: Illinois School Code: 105 ILCS 5/27-8.1, 105 ILCS 45/1-20; 410 ILCS 45/7.1, 45/6.2; 77 Ill.Admin. Code §665.100 et seq. and 665.240; McKinney Homeless Assistance Act

CROSS REF.: Administrative Procedure Handbook – Section 20.26-.29

STUDENT PSYCHOLOGICAL SERVICES / TESTING

District U-46 will furnish and coordinate necessary psychological and perceptual services on behalf of the students of the District. Provisions for such services will be in accord with the guidelines of the Illinois State Board of Education.

Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained, unless the student is of legal age to give his/her informed and written consent.

IMMUNIZATIONS OF STUDENTS

All students entering the schools of the District for the first time will be required to present proof of having received such immunizations against and screenings for, preventable communicable diseases as required by the Illinois Department of Public Health at the time of school admission. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning. Each student entering school must be completely immunized as required by State law. Current students shall continue to receive all required immunizations, during their enrollment in District schools.

If a student does not have the required immunizations or booster immunization, then exclusion from school will occur from the first day of school, unless the student is new to School District U-46 where a two-week period will be allowed in order to obtain the immunization or booster immunization. District students will be notified in June of the immunization requirement.

If medical reasons prevent a student from receiving a required immunization within the time limits set, the student must present within this time limit, 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 immunization.

Any child who qualifies as homeless shall be immediately admitted even if the child or child’s parent/guardian is unable to produce immunization records normally required for enrollment.

A District form signed by the parent will be required for a student whose religion prevents him/her from having the required immunizations.

LEGAL REF.: Illinois School Code: 105 ILCS 5/27-8.1, 105 ILCS 45/1-20
410 ILCS 45/7.1, 45/6.2,
77 Ill.Admin. Code §665.100 et seq. and 665.240
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

CROSS REF.: Administrative Procedure Handbook – Section 20.26-.29

STUDENT ACADEMIC FREEDOM

The Board of Education seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution of the United States and the Bill of Rights.

Freedom of individual conscience, association, and expression will be encouraged. Procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit, by appropriate examples, the basic objectives of the democratic society as set forth in the Constitutions of the United States and the State of Illinois.

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.

The rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted or endorsed in any manner by the school or any school employee.

A student's right to an education will be protected and respected so long as it does not result in behavior which denies to others the same right. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. Each school has the responsibility to protect the educational rights of all of its students. The protection and promotion of this right by the school requires the active participation and cooperation of students, staff, and parents.

The basic civil rights afforded individuals of a democratic society will be supported by District U-46 personnel in their interactions with all students.

LEGAL REF.: 20 U.S.C. §7904
 105 ILCS 20/5
 23 Ill.Admin. Code §1.210

STUDENT INVOLVEMENT IN DECISION MAKING

The Board of Education recognizes the value of student participation in decision making for the school district as a means of furthering and improving the educational process and programs. Student participation will be afforded and encouraged as deemed appropriate and necessary, with consideration to students' various stages of development and maturity.

STUDENT DUE PROCESS RIGHTS

School District U-46 will observe due process rights in practices and procedures affecting students in the District, to the extent provided by law.

STUDENT GOVERNMENT

Student participation in local school issues and concerns should be encouraged and properly developed and may be appropriately conducted through an elected and representative student government.

It is the responsibility of student governments to ensure that all students are afforded an opportunity to vote, and to ensure that potential offices are open to all who are eligible.

Questions or concerns raised by student governments with respect to District policy or regulations will be directed to the building Principal who will refer such matters to the Chief Executive Officer/designee.

STUDENT COMPLAINTS AND GRIEVANCES

Administrators will provide for the reasonable hearing of complaints and the redress of student grievances with respect to school and/or District operations and programs. Issues should be heard initially and dealt with by the most immediate administrator. Any further consideration should be pursued through other appropriate channels.

STUDENT POLICIES/GOALS

Through its policies that affect the lives of students, the Board of Education seeks to advance these goals:

- enhance equal educational opportunities for all students;
- promote faithful attendance;
- ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application;
- develop in students a deep sense of personal responsibility for their education and actions;
- attend vigorously to matters of student safety, health, and welfare;
- deal justly and constructively with all students in matters of discipline;
- help all students feel that they are valued as individuals in the school environment, and;
- promote diversity and encourage tolerance among all students.

STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

Within the educational program of the district and its schools, opportunities for students to directly contribute to program development and to student enrichment and depth will be encouraged. However, students who participate in volunteer programs will not be adversely affected.

Direct student volunteer efforts on behalf of the local school program will provide for clearly defined educational purposes for the student and for the school. Student service will not be limited solely to any person's particular self interest, but any such efforts will benefit and accrue to the best interests of District U-46, as well as the particular school. Parental/guardian consent to such volunteer participation will be a prerequisite when the participation requires extended involvement or involvement off of school grounds. The need for parental consent shall be determined by the Principal/designee.

Any participation by student volunteers on behalf of the District for public or community service must be authorized by the Chief Executive Officer/designee. Such approved service will demonstrate that student efforts will be directed toward the attainment of the District student goals and will clearly benefit the District, as well as serve the public interest.

EMPLOYMENT OF STUDENTS

Students' school responsibilities are to take precedence over non-school-related jobs. However, students who need or desire to work part time while attending school will be encouraged to do so, provided their work commitments do not interfere with their achievement in school.

In compliance with the law, the high school administration may process requests for, and issue work permits which enable students between the ages of fourteen and eighteen to work part-time while attending school. Such employment must meet legal requirements pertaining to jobs suitable for minors and child labor laws.

Part-time and summer jobs may be offered to students in keeping with their abilities and the needs of the school and District for student help. The Board also authorizes the District to serve as an employer for cooperative work experience programs.

LEGAL REF.: Illinois School Code: 105 ILCS 5/26-1

STUDENT MEMBERSHIP IN GROUPS

Student membership in school groups or organizations will be based upon free choice by students. Eligibility for membership will be determined by the rules of the school as they pertain to all students, rather than the membership of any particular club, group, or organization.

LEGAL REF.: Illinois School Code 105 ILCS 5/31-125/31-5, 5/31-1,-2,-3,-4,-5

STUDENT DRESS

Student dress will not distract from or interfere with the educational process.

Students' dress and grooming is the responsibility of the individual and his/her parents within the following guidelines:

1. Dress and grooming will be in keeping with health, sanitary and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
3. Dress and grooming will not be such as to disrupt the teaching-learning process.

LEGAL REF.: 105 ILCS 5/10-22.5(b)

CLOSED CAMPUS

The Board of Education requires that all schools within U-46 will have a closed campus. Students may not leave school at any time during the school day, including lunch, without prior permission from the building administration.

STUDENT CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct.

Under the direction of the Chief Executive Officer/designee, school personnel will establish, periodically review, and revise, if necessary, procedures for disciplining students.

All discipline procedures and guidelines will be fair, just, flexible, and in the best interests of the individual students and the school community. All discipline guidelines and procedures will comply with the appropriate state statutes and constitutional provisions.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials including but not limited to electronic cigarettes and related products.
2. Using, possessing, distributing, purchasing, or selling or intending to sell or being under the influence of alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. Being under the influence includes, but is not limited to, the emission of the odor of alcohol (having alcohol on the breath); or any impairment of normal functioning such as slurred speech, inability to walk properly or dilated pupils or having any level of alcohol in the student's system, even if under the legal limit .
3. Using, possessing, distributing, purchasing, or selling or intending to sell illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.
4. Using, possessing, distributing, purchasing, or selling any performance enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
5. Using, possessing, distributing, purchasing, or selling any inhalant, regardless of whether it contains an illegal drug or controlled substance: a) that a student believes is or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the nervous system, or b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the nervous system or brain. The prohibition in this section does not apply to a student's use of asthma medication or other legally prescribed inhalant medications.
6. Using, possessing, controlling, or transferring or intending to transfer a weapon or dangerous object. Weapons or dangerous objects may include, but are not limited to:

- a. guns, knives, explosive devices, brass knuckles any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon;
 - b. items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and
 - c. look-alike weapons.
 - d. The Chief Executive Officer/designee may grant an exception to this policy, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.
7. Using or possessing electronic signaling devices (e.g., pocket pagers) and two-way radios, unless authorized and approved by the building Principal.
 8. Using a cellular telephone, personal hand-held computer, personal digital assistant (PDA), video recording device, or other electronic device (e.g. electronic signaling/paging device) that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including but not limited to using the device to take photographs and/or video in locker rooms, bathrooms or other prohibited school area, cheat, obtain unauthorized access to the internet 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, including “sexting”. All electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher, Principal or other authorized school staff member grants permission, (b) use of the device is provided in a student’s IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. (In the event that a student has need of use of an electronic communication device for reasons of health or emergency, the student and his/her parent should notify the administration). Cellular telephone and personal media device usage shall be allowed in designated common areas. Building Administrators shall determine the location of designated common areas. Such usage that does not comply with Board Policy/Student Handbook Guidelines and/or disrupts the educational environment may result in confiscation and disciplinary action.
 9. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
 10. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
 11. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber-bullying or other comparable conduct. For more information on bullying and cyber-bullying see Board Policy #7.193.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
 13. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia. A “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of

one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs or attire.

14. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
15. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, violation of copyright law, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
16. Being involved with any public school fraternity, sorority or secret society, by
 - Being a member,
 - Promising to join,
 - Pledging to become a member, or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
17. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
18. Abuse of Internet Privileges. See Acceptable Use of Technology Policy.
19. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Chief Executive Officer/designee.

For purposes of this policy, the term “possession” means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student’s knowledge will be determined based on the surrounding circumstances, not just the student’s statements. For example, “forgetting” that a prohibited item is in one’s locker or personal effects does not constitute a lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains a prohibited item constitutes possession of that item, even if the vehicle or the item is not the student’s. This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

A “look-alike” is any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples include:

- a. a toy gun which is very difficult to distinguish, except upon close examination, from an actual gun,
- b. a leafy plant material which is not, but is claimed, believed or intended to appear to be, marijuana,
- c. a powdered substance which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

Application of Grounds for Disciplinary Action

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband. Contraband is defined as any item that is prohibited from being on school grounds. Some examples include, but are not limited to: illegal drugs, guns and tobacco products.
4. Suspension from school and all school activities for up to 10 school days, provided that appropriate procedures are followed. A suspended student is prohibited from being on any District school grounds. Furthermore, out-of-school suspensions are limited to 10 school days per year, per student. After a student has accumulated 10 days of out-of-school suspension, any additional suspension days must be approved the Chief Executive Officer/designee.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.

10. Detention or Saturday School 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. The student must be supervised by the detaining teacher or the Principal/designee.

In lieu of discipline, School Officials will consider, to the maximum extent possible, the following non-exclusionary measures:

1. Restorative justice practices. The Chief Executive Officer/designee shall promulgate practices and procedures to administer this section.
2. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental or public safety need. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
3. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the Illinois School Code.
4. Any other restorative practice or non-exclusionary measure to improve student conduct.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address a disruption is a suspension or expulsion. In all cases, the District's Handbook on Student Discipline shall be followed when administering student discipline in a manner consistent with this policy.

Corporal Punishment Ban

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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Required Notices

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

Early Intervention and Progressive Discipline

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Chief Executive Officer/designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

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

Re-Engagement of Returning Students

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

Student Handbook

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

LEGAL REF.: Illinois School Code: 105 ILCS 5/24-24, 105 ILCS 5/10-22.6, 105 ILCS 5/27-23.7
23 Ill. Admin. Code §1.210, 1.280
Gun-Free Schools Act, 20 U.S.C. §8921 et seq.
20 U.S.C. §6081
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, and 5/31-3.
23 Ill. Admin. Code §§1.210 and 1.280
Pro-Children Act of 1994, 20 U.S.C. §6081

TEEN DATING VIOLENCE PROHIBITION

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

The Chief Executive Officer /designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces the Board's policies on Anti-Harassment (#7.020), Student Discipline (#7.190), and Prevention and Response to Bullying, Intimidation, and Harassment (#7.193).
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Coordinator of Student Discipline, Principal, Assistant Principal, Dean of Students, or a Complaint Manager identified in policy 7.020, Anti-Harassment Policy—Students.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's health education program. This includes incorporating student social and emotional development into the District's educational program as required by State law.
4. Incorporates education for school staff, as recommended by the Coordinator of Student Discipline, Principal, Assistant Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

LEGAL REF.: 105 ILCS 110/3.10

PREVENTION AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

DEFINITIONS

Bullying

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

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

Cyber-bullying

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative Measures

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

School Personnel

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

Bullying Prevention and Response Plan

The Chief Executive Officer /designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan shall be consistent with the requirements listed below.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Coordinator of Student Discipline or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Coordinator of Student Discipline or any staff member. Anonymous reports are also accepted at the District's website (u-46.org).
4. Consistent with federal and State laws and rules governing student privacy rights, the Chief Executive Officer /designee shall promptly inform the parent(s)/guardian(s) of every student

involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Chief Executive Officer/designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Chief Executive Officer /designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Chief Executive Officer /designee shall post this policy on the District's Internet website and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Chief Executive Officer /designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

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

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

12. The District's Bullying Prevention Plan shall be consistent with the District's Board Policies.

LEGAL REF.: 405 ILCS 49/; 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7; 23 Ill. Admin. Code §§ 1.240 and § 1.280

STUDENT DEMONSTRATIONS

Peaceful and free expression of student ideas and opinions will be allowed as long as such expression does not disrupt the continuity of the instructional program. School personnel may reasonably regulate peaceful assembly and the time and place of petition circulation in order to avoid interference with the normal school operation. Student disruptions to the continuity of the instructional program on school district premises, or at school-related activities, will be viewed by the Board of Education, in consultation with administration, as a serious matter and may be grounds for suspension and/or expulsion.

LEGAL REF.: 105 ILCS 5/10-22.6

CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT

The Board of Education recognizes that certificated educational employees and any other person, whether or not a certificated employee providing a related service for or with respect to a student hold the relationship with students in the same manner that parents/guardians would when they are present with their children. Under these provisions of the Illinois School Code, such employees will exercise reasonable and prudent action in dealing with individual student conduct which may be extreme and/or serious in character, and which fails to provide for cohesiveness in the instructional program. Such employees shall maintain discipline in the schools and on school grounds.

Corporal punishment at school will not be allowed.

Reasonable measures and physical restraint may be used to provide for the safety and welfare of students and staff and other persons, or for the purpose of self-defense or defense of property.

LEGAL REF.: Illinois School Code: 105 ILCS 5/24-24
23 Ill. Admin. Code §1.210, 1.280

STUDENT INTERVIEWS

To ensure that student interviews are conducted in a manner which is least disruptive to the educational and administrative process, the following procedures must be implemented when representatives from outside public agencies need to interview students during the school day.

Scope and Procedures

This policy applies to requests for interviews and/or classroom observations with students during the school day by outside public agencies, court-appointed evaluators or their authorized representatives, as part of their official duties. The entities most likely to be affected by this policy include but are not limited to:

- Department of Children and Family Services (DCFS) also including private agencies with whom it contracts;
- The Office of the Public Guardian or Guardian ad Litem appointed by a court of competent jurisdiction to represent a student;
- Probation Officers and Educational Advocates of the Juvenile Court;
- The Public Defender's Office, when appointed to represent a student charged with delinquency;
- Mental health professional conducting classroom observations of a student by court order.
- Police officers requesting access to students for non-school related matters (witness, victim or suspect interviews)

Exception

The requirements of the Policy do not apply to District employees who stand in loco parentis to students or to School Resource Officers.

Designated Liaison

Each school shall designate an individual to act as School Liaison to the interviewer.

Non-Emergency Interviews

A. REQUEST:

For non-emergency interviews, schools must receive three school days advance notice by email/writing/phone/fax from the individual requesting to interview a student.

The School Liaison shall provide the **Student Interview Request Form** (Attachment A) to the interviewer and ask the interviewer to complete the form prior to the visit. The Interview Request Form shall serve as notice and facilitate scheduling of the interview.

B. PARENTAL NOTIFICATION:

Parental notification does not apply to students 18 years of age or older who do not have an adult guardian. However, such students must provide consent.

Upon receipt of a request to interview a student, the School Liaison shall notify the parent or legal guardian by telephone or by sending written notice to the parent (e.g., email or send a letter home with the student), except in the following circumstances:

1. The parent/guardian has previously given prior written consent to the interview; or
2. The interviewer is a caseworker from DCFS or a private agency with a DCFS contract and DCFS is the student's guardian or temporary custodian; or
3. The interviewer is a representative of a court-appointed attorney for the student, such as an employee of the Public Guardian or Public Defender's Office or Guardian ad Litem who has been appointed to represent the student.

C. ARRANGING THE INTERVIEW

1. **PROOF OF AUTHORITY:** Upon receipt of a request to conduct a student interview the School Liaison shall advise the individual requesting the interview of the need to provide credentials prior to or at the time of the interview. Appropriate credentials:
 - a. *DCFS/DCFS contracted private agency*
 - i. Court order appointing DCFS as legal custodian or guardian of the student; private agencies with a DCFS contract must provide the court order and a letter of delegation from DCFS; or
 - ii. Signed consent from parent/legal guardian.
 - b. *Attorneys:* A court order appointing the office e.g., Public Guardian or Public Defender or Guardian ad Litem to represent the student.
 - c. *Probation Officers and Educational Advocates of the Juvenile Court:* Signed consent from parent/legal guardian.
 - d. *Mental health Professionals:* Court order authorizing classroom observation by a mental health professional.
2. **Scheduling the interview:** Student interviews should be conducted at a date and time which is least disruptive to the student's educational day, preferably before the start of school day or immediately after the student's last class;

Classroom observations and non-emergency interviews shall be limited to two class periods, prior approval is given by the principal.

D. ON THE DAY OF THE INTERVIEW

1. **CONFIRMATION:** The School Liaison shall confirm the student's attendance on the day of the interview. If the student is absent, the School Liaison must notify the interviewer as soon as possible and arrange another time, date and location for the interview.
2. **ASSISTANCE:** If the student has any limitation that may affect his/her ability to participate in the interview, such as disability or language barrier, the School Liaison will advise the interviewer of the limitation and to the extent practicable offer assistance in the interview.

3. **CHECK-IN:** The interviewer must check in at the main office and produce his/her credentials (identification and proof of authority) for verification. A photocopy of the interviewer's proof of authority shall be placed in the student's temporary student record along with a photocopy of the interviewer's identification card, unless that ID includes the interviewer's Social Security number. If the ID includes a Social Security number, the school shall not photocopy it, but instead shall verify that s/he reviewed the ID by noting this on the Student Interview Request Form.
 - a. **Identification:** In any instance where there is a question concerning the authenticity of the interviewer's credentials, the School Liaison will request the name and telephone number of the interviewer's supervisor and immediately contact that individual to verify the interviewer's identity.
 - b. **Proof of Authority:** If the individual requesting to conduct the student interview did not previously submit proof of authority, the School Liaison will obtain such documentation on the day of the interview.
4. **STAFF PRESENCE:** School personnel are free to request that the interviewer permit him/her to sit in the interview in order for the student to feel comfortable. If the interviewer rejects the offer, school personnel may not sit in the interview, and should in no way interfere with the interview.
5. **ENDING THE INTERVIEW:** Upon completion of the interview, the interviewer, or designated school personnel present in the interview, shall return the student to the main office.

Emergency Interviews

A. REQUEST

DCFS employee, an employee of the Public Guardian's Office, or Guardian ad Litem representing a student, may request an emergency interview with a student to investigate reports of child endangerment, including calls to the DCFS Child Abuse Hotline. Emergency interviews will be granted in accordance with the requirements noted in this section.

B. PARENTAL NOTIFICATION:

Student/Victim: School staff shall not notify the parent/guardian of the alleged student/victim or any student who lives in the alleged victim's home of the request for an emergency interview. Parental consent for the interview is not required or permitted.

C. ON THE DAY OF THE INTERVIEW:

Interview protocols set out above are the same as for non-emergency interviews with the following exceptions:

1. **Courtesy Call:** Whenever possible, the interviewer should contact the school prior to his/her arrival to inform the school of the need to interview the student on an emergency basis, to ascertain whether the student is in attendance, and to state the estimated time of arrival.

2. Documentation of Interview: The School Liaison shall document the emergency interview request by completing the confirmation on the Student Interview Request Form (Attachment A). The completed form shall be placed in the student's temporary student record.
3. Protective Custody Taken: If the Police or DCFS takes protective custody of a child, the interviewer shall notify the principal/designee before leaving the building and provide the school with a contact name and number for follow-up as necessary. The school shall document the action taken in the student's temporary student record, shall notify the parent/guardian that protective custody has been taken and shall give the parent the DCFS contact information.

Documentation of Interview in Student Record

If not completed by the interviewer, the Student Interview Request Form shall be completed in its entirety by the School Liaison and maintained in the student's temporary student record along with copies of the credentials of the interviewer.

Student Arrests at School for Non-School Related Offenses

Unless exigent circumstances are factually present, a building Principal shall work in conjunction with law enforcement to ensure that any non-exigent law enforcement arrest conducted at a school building is minimally disruptive to the educational process.

LEGAL REF.: 55 ILCS 80/, Children's Advocacy Center Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
 725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

SCHOOL CONFIRMATION (To be completed by School staff and faxed back to interviewer)

Approved Interview Time: _____ Date: _____

Alternate Suggested Interview Times:

1. Date: _____ Time: _____
2. Date: _____ Time: _____

REASON: _____

Date Request Received: _____ Date Faxed Confirmed: _____ Initials: _____

Parent/Guardian Notified: _____ Yes No Date of Notification: _____

LEGAL REF.: 55 ILCS 80/, Children's Advocacy Center Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

STUDENT SEARCHES AND SEIZURE OF PROPERTY

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

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

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

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

Students

When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal/designee will be present. Immediate effort will be made to contact the parent/guardian of the student to notify them of the situation. If custody and/or arrest is involved, the Principal will request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials.

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

"Reasonable Suspicion" means knowledge that is sufficiently trustworthy to lead a District employee or School Official to believe s/he has a moderate chance of finding that a student or visitor possesses evidence of wrongdoing. Reasonable Suspicion may be based upon direct observation of the student or visitor or on information an authorized District employee receives from a reliable third party. Reasonable Suspicion may arise, for example, from seeing a weapon-shaped bulge in clothing, smelling marijuana, Metal-Detector Activation, viewing a suspicious object via an x-ray monitor, or information from a reliable student or adult that a student currently has a weapon or contraband in his/her possession. Neither a mere hunch nor a generalized suspicion is a sufficient basis for conducting a Weapons Pat Down, Belongings Search, Contraband Search, or individual locker or desk search.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Chief Executive Officer.

Seizure of Property

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), cert. denied, 116 S.Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), app. denied, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

STUDENT SUSPENSION

The Board authorizes the Chief Executive Officer /designee or building administrator of any school to suspend students guilty of gross disobedience or misconduct while on school premises, while in attendance at school-sponsored or conducted activities, while riding the school bus, and at any place where the misconduct has a reasonable relationship to the school, for a reasonable period not to exceed ten school days, per school year, per student. Requests for additional suspension days must be approved by the Chief Executive Officer /designee. A suspended student is sent home with parent knowledge and is not allowed to attend classes, school functions, or be on school grounds or at school-sponsored events for the duration of the suspension.

Parents/guardians have the right to appeal and request a hearing before the appointed hearing officer of the Board of Education. At such review, the parents/guardians may appear and discuss the suspension with the hearing officer. If a hearing officer is appointed by the Board he/she shall report to the Board a written summary of the evidence heard at the meeting. After the hearing or upon receipt of the written report of the hearing, the Board will review the report and take such action as deemed appropriate. All proceedings will be conducted pursuant to the rights of the students as set forth in the Illinois School Code, the guidelines established by the Illinois State Board of Education, and the rules and regulations of District U-46.

All students who receive an out-of-school suspension must have a reinstatement conference prior to re-entering the school. The parent/guardian, student and building Principal/designee shall attend the reinstatement conference. However, failure to have a reinstatement conference shall not be grounds for excluding the student from school for a time period exceeding the suspension term.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.6

CROSS REF.: Administrative Procedure Handbook – Section 7.3-.6; 7.12-.17

STUDENT EXPULSION

Pursuant to the provisions of the Illinois School Code, the Board of Education may expel a student found guilty of gross disobedience or misconduct for a period of time not to exceed two calendar years. Expulsion of a student will occur only after the parents/guardians have been requested to appear at a meeting before a hearing officer appointed by the Board. Such request shall be made by registered or certified mail, return receipt requested; and shall state the time, place and purpose of the meeting. The hearing officer shall state the reasons for the dismissal and the date on which the expulsion is to become effective, at the meeting. The hearing officer will hear the evidence presented at such meeting. A written, documented summary of school efforts that have been taken will be submitted to the Chief Executive Officer prior to a recommendation for expulsion to the Board of Education. The hearing officer will provide the Board with a written summary of the evidence heard at the meeting. Upon considering all facets of the case, the Board of Education will take final action and may take whatever action it will find appropriate in accord with its policies and rules, administrative rules and regulations, and the guidelines set forth by the Illinois State Board of Education.

Expulsion will be exercised only after remedial efforts have failed or when a student's disturbance becomes a serious impediment to the student's welfare or to school operations.

An expelled student will not be allowed to attend classes or school functions at any U-46 facility for the duration of the expulsion. An expelled student may be placed in an alternative education program for the duration of their expulsion with the recommendation of the Chief Executive Officer or designee.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.6

CROSS REF.: Administrative Procedure Handbook – Section 7.3-.6; 7:14; 7.18-35

DISCIPLINE, SUSPENSION AND EXPULSION OF SPECIAL EDUCATION STUDENTS

Discipline

At the Individualized Education Plan (IEP) team conference which results in the individual education plan for a student with disabilities, the extent to which regular school rules and consequences apply to the student must be specifically discussed, including suspension from school, and any exceptions or alternative rules or consequences. The student may then be disciplined in accordance with the IEP without the necessity of an IEP conference before applying the rules and consequences.

Suspension

Students with a disability who are guilty of gross disobedience or misconduct may be suspended from school in accordance with the regulations promulgated under the Individuals with Disabilities Education Act.

A student with an IEP who carries a weapon, knowingly possesses or uses illegal drugs, or solicits the sale of a controlled substance while at school or a school function may be placed in an appropriate interim alternative educational setting for up to 45 days. This placement shall be made in accordance with the regulations promulgated under the Individuals with Disabilities Education Act.

Expulsion

A student with a disability shall not be expelled from school for conduct which is a result of the student's disability. Before expulsion of a student with a disability, an IEP team must conduct a manifestation determination review to address whether the student's misconduct was a result of the student's disability, whether the student's current placement is appropriate and any other matters required by law.

If the results of the manifestation determination show that the conduct in question was not a manifestation of the student's disability, the authorized administrator may continue with his/her recommendation that the child be considered for expulsion by the Board of Education, in accordance with the regulations promulgated under the Individuals with Disabilities Education Act.

If a student with disabilities is expelled from school in accordance with the procedures set forth above, the District shall convene an IEP meeting to develop an educational program to deliver educational services during such period of expulsion.

If it is determined at the manifestation determination review that the behavior of the child was a manifestation of his/her disability, the authorized administrator shall not continue with his recommendation for expulsion but may request a review of the appropriateness of the students' placement in accordance with federal and state law.

LEGAL REF.: Individuals with Disabilities Education Act, 20 U.S.C. 1400 et. seq.
34 C.F.R. 300.519 et seq.

CROSS REF.: Administrative Procedure Handbook – Section 7.6-.8; 7.13-.15

STUDENT CONDUCT ON SCHOOL BUSES

Orderly behavior on the school bus is as important as orderly behavior in the classroom. Bus drivers will have a responsibility to maintain orderly behavior of students on school buses and will report misconduct to the director of transportation who will notify the student's Principal.

The school Principal will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus and who engage in gross disobedience or misconduct. Parents of students whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their student may face the loss of school bus riding privileges in accordance with the student discipline code.

Electronic visual and audio recording may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance and front interior bulkhead in compliance with State law.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.6(b), 720 ILCS 5/14-3(m)

STUDENT ACCEPTABLE USE OF TECHNOLOGY

The Board of Education recognizes that technology is a tool for instruction which should facilitate and enhance the curricular goals of the District. Internet access is one of the technology tools that can provide positive learning experiences for students.

Because of the unique nature of technology, the staff will provide guidance and instruction to students in the appropriate use of that resource. Those responsible for student technology access will monitor its use so that maximum instructional benefit will result. The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Students are responsible for good behavior on District and school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

Permission to use the District and school's technology, including Internet, email, and other collaborative online tools is dependent upon a student and his/her parent or guardian signing the Student Acceptable Use of Technology Agreement. Signing this form shows that the student understands and will follow the District and school's technology/computer rules.

Any student email account is a form of communication is transitory in nature and will not be construed as a Student record. The District also does not backup or archive the cloud-based application and data storage services that may be available to students, so any data that is permanently deleted from those services cannot be restored.

The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this Policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1. any information that may be lost, damaged, or unavailable due to technical or other difficulties;
2. the accuracy or suitability of any information that is retrieved through technology;
3. breaches of confidentiality;
4. defamatory material; or
5. the consequences that may come from failure to follow the District's policy and procedures governing the use of technology.

Student Users of Technology Will:

- Use or access District technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Student Users of Technology Will Not:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others.
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs.
- Spread computer viruses.
- Violate copyright laws or software licensing agreements.
- Use others' passwords or accounts.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Reveal their personal address or phone number, or those of other users.
- Use District technology for non-school purposes or personal financial gain.
- Use technology for any illegal purpose or activity.

Disciplinary Actions

Violations of this Policy, or any administrative regulations and guidelines governing the use of technology may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Additional Rules/Actions

The Chief Executive Officer may establish regulations and guidelines and shall take appropriate action to implement this Policy.

2005/2015

Amended: 3.2.15

STUDENT INTERNET SAFETY POLICY

It is the policy of the Board of Education, through the use of internet filtering or blocking devices, to block users of the District's computers from accessing visual depictions that are (a) obscene, (b) child pornography or, in the case of use by minors, (c) harmful to minors.

All online activities of minors shall be monitored by those school officials with direct supervisory responsibility for those activities. In addition, school officials shall establish and implement procedures for (1) monitoring of minors' online activities when not under the direct supervision of school staff, (2) ensuring the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (3) preventing unauthorized access, including "hacking" and other unlawful activities, by minors online, and (4) preventing the disclosure, use, and dissemination of personal information regarding minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Other terms used in this policy, including "minor," "obscene," "child pornography," and "harmful to minors," shall have the meanings set forth in the Children's Internet Protection Act.

LEGAL REF.: Children Internet Protection Act (P.L. 106-554), Section 1701 et seq.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. 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 or amendment by, 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. At the annual individual education plan review, a copy of this Policy shall be given to the parent(s)/guardian(s). The Policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

STUDENT SAFETY

The safety of students of the District will be a matter of foremost concern for the Board of Education and the employees of the district.

Instruction in courses such as Industrial Arts, Science, Homemaking, Art, Physical Education, Health, and Safety will include and emphasize accident prevention.

Safety instruction will proceed with the use of materials and equipment by students in applicable units of course work. Instructors will teach and enforce all safety rules set up for the particular courses including the wearing of protective eye devices and other equipment in appropriate activities.

LEGAL REF.: Illinois School Code: 105 ILCS 5/27-17

ISOLATED TIME OUT AND PHYSICAL RESTRAINT

The purpose of this Policy is to govern the use of isolated time out and physical restraint in accordance with the requirements of the Illinois School Code, 105 ILCS 5/2-3.130 and 10-20.33, and Illinois Administrative Code, 23 Ill. Admin. Code §§ 1.280 and 1.285.

Isolated time out means the confinement of a student in an enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint means holding a student or otherwise restricting his or her movements through the use of specific, planned techniques. Physical restraint does not include momentary person-to-person contact, without the use of material or mechanical devices, accomplished with limited force, to (1) prevent a student from completing an act that could result in potential harm to him/herself or others, or damage to property, or (2) remove a disruptive student who is unwilling to leave the area.

Use of Isolated Time Out and Physical Restraint

Isolated time out and physical restraint shall only be used as a means of maintaining a safe and orderly environment for learning, and only to the extent that they are necessary to preserve the safety of students and others. Isolated time out and physical restraint shall not be used as a form of punishment. In addition, physical restraint shall not be used unless the student (1) poses a physical risk to him/herself or others, (2) there is no medical contraindication to its use, and (3) the staff applying the restraint have been trained in its safe application. A verbal threat is not considered a physical risk unless the student also demonstrates a means of or intent to carry out the threat. Mechanical or chemical restraints will not be used under any circumstances, and medically prescribed restraint procedures will not be used for purposes of maintaining discipline.

Written procedures governing the use of isolated time out and physical restraint shall be developed by the Chief Executive Officer /designee, with input from the parent-teacher advisory committee on student discipline and individuals with knowledge or expertise in the development and implementation of behavioral interventions.

School staff must follow these written procedures whenever isolated time out or physical restraint is used.

Maintenance of Documentation

Whenever isolated time out or physical restraint is used, the student's case manager or the Principal shall be notified as soon as possible, and shall document the incident as set forth in the procedures governing isolated time out and physical restraint.

Evaluation of Incidents Resulting In Injury

Any incident that results in a serious injury to the student (as determined by the student, responsible parent or guardian, staff or other individual) shall be reported to the Chief Executive Officer/designee. The Chief Executive Officer/designee shall investigate and evaluate the incident.

Alternative Behavioral Strategies

Positive, non-aversive behavioral interventions designed to develop and strengthen desirable student behaviors should be used when they are likely to be effective. More restrictive behavior interventions, such as isolated time out or physical restraint, shall be used sparingly and approached with caution.

Annual Review of Isolated Time Out and Physical Restraint

At least annually, the Chief Executive Officer/designee shall review the use of isolated time out and physical restraint, including:

1. The number of incidents involving isolated time out and/or physical restraint;
2. The location and duration of each incident;
3. The staff members involved;
4. Any injuries or property damage that occurred; and
5. The timeliness of parental notification and administrative review.

Distribution of Policy to Parents / Guardians

Parents or guardians will receive a copy of this Policy within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers to the District during the school year.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.33

FIRST AID

Students, who become involved in an accident or sudden illness, while participating in school related affairs, will be treated in a prudent and responsible manner. Only basic first aid will be attempted or administered.

The Chief Executive Officer/designee will ensure that current medical procedure handbooks are available for each educational facility where students may be present.

Whenever possible, the parent/guardian will be contacted in order to secure a decision regarding their child. Emergency cards will be maintained for each student enrolled in a school. In the event of emergency, the most appropriate decision on behalf of the student will be made by the Principal/designee. Whenever a student is sent home, a parent/guardian or designee will be contacted to accompany the student.

STUDENT SOCIAL SERVICES / HOME VISITS

School District U-46 will develop educational programs and afford services appropriate to the identification and promotion of the educational success of students, including their social development and related aspects.

Home visits conducted by appropriate professional district employees who serve the best interest of the students are encouraged. Such visits can be initiated by either the home or school and deal with such purposes as student health, academics, general home/school conferences, etc.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The department of nursing services will develop educational programs and afford services appropriate to the identification and conservation of health conditions which promote the educational success of students.

STUDENT AUTOMOBILE/MOTORCYCLE USE

Student use of automobiles and motorcycles on appropriate district premises may be allowed in accordance with local and state laws. Students who are permitted to drive their vehicles to school must obtain a student parking permit and must park in a designated student area.

Administrators, in maintaining the safety and welfare of individuals and the protection of property, will be authorized to suspend, revoke, or deny the use of a motorized vehicle on District premises when the best interests of the school will be served.

STUDENT INSURANCE PROGRAM

The Board of Education will contract with an insurance carrier to provide accident coverage for students on a voluntary or optional participatory basis. The Board of Education will operate solely as a collector and not as an agent. In providing this service, the Board does not acknowledge liability or responsibility for providing protection; that obligation is assumed by the carrier.

LEGAL REF.: Illinois School Code: 105 ILCS 5/22-15

CROSS REF.: Administrative Procedure Handbook – Section 15.1-.5; 20.26

STUDENT SAFETY PATROLS

Pursuant to the Illinois School Code and based on unique traffic and crossing requirements in and about the District schools, safety patrols may be established to provide for safe student practices, for the purposes of influencing and encouraging other pupils to refrain from crossing public streets and highways at points other than at regular crossings, and for the purpose of directing pupils not to cross streets and highways at times when the presence of traffic would render such crossing unsafe.

Written parental consent will be a requirement for student participation. Other conditions and requirements will be authorized by the Principal.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.28

STUDENT BICYCLE USE

Bicycle use by students of the District will be governed by the unique situations and requirements of the various schools as determined by the building Principal. Bicycle privileges extended by a Principal may be suspended and/or revoked by the Principal if it is deemed in the best interest of the student and/or the school.

ADMINISTERING MEDICINES TO STUDENTS

As a normal and regular practice, school personnel will not administer student medicine. Student medicines should be administered at home under parental direction.

If necessary for student attendance, legally prescribed medications in properly labeled containers which are provided by a parent/guardian may be administered to a student during the school day. Medication will be administered or self-administered only under the direction of the school nurse/designee. Medications will be stored safely in a locked cabinet and a record will be made of its administration. No medication will be administered without a written request from a parent accompanied by a statement by the prescribing physician. The physician's statement should identify the prescription with instructions for administration, the illness for which it is prescribed, possible side effects, and appropriate instructions for responding to said side effects. Unused medication will either be returned to the parent/legal guardian or destroyed.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this Policy and any implementing procedures. A student may possess medication prescribed for asthma for immediate use at the school's discretion, provided the student's parent/guardian has completed and signed the District's authorization form, and the prescription label, which must contain the name of the medication, the prescribed dosage, and the time(s)/circumstances of administration. Additionally, a student may possess and self-administer epinephrine auto injectors, provided the student's parent/guardian has completed and signed the District's authorization form, and has provided a written statement from the student's physician, physician assistant, or advanced practice registered nurse regarding the name and purpose of the epinephrine auto injectors, the prescribed dosage, and the time(s) of administration.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. 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 medication or the storage of medication by school personnel.

Nothing in this Policy shall prohibit any school employee from providing emergency assistance to students. A copy of this Policy will be provided to parent(s)/guardian(s) of students.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30

CROSS REF.: Administrative Procedure Handbook – Section 6.5-.18

PSYCHOTROPIC OR PSYCHOSTIMULANT MEDICATION AND DISCIPLINE

1. No student may be disciplined because of the refusal of his/her parents or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.
2. At least once every two years, certified school personnel and administrators will receive in-service training on the current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.
3. This policy does not prohibit school medical staff, an individualized educational program team, or a professional worker as defined by Section 5/14-1.10 of the School Code (105 ILCS 5/14.10), from recommending that a student be evaluated by an appropriate medical practitioner or prohibit school personnel from consulting with the practitioner with the consent of the student's parent or guardian.

LEGAL REF.: 105 ILCS 10-20.35

COMMUNICABLE AND INFECTIOUS DISEASES

Students diagnosed with or carrying a communicable and/or chronic infectious disease have all rights, privileges and services provided by law and the District's policies. The determination of whether a student with a chronic infectious disease or communicable disease may attend school in the regular classroom setting shall be made in accordance with this Policy's administrative procedures.

Infectious diseases are defined as, but not limited to, Congenital Rubella Syndrome (CRS), Hepatitis B, Cytomegalovirus (CMV), Acquired Immunodeficiency Syndrome (AIDS), AIDS – related complex (ARC), Herpes Simplex.

Decisions regarding the educational setting for an infected student should be based on behavioral, neurological and physical condition of the particular student. Each student will be individually evaluated.

A statement from the student's physician, stating the student may attend school and describing any activity restrictions, is required.

LEGAL REF.: Rehabilitation Act, Section 504, 29 U.S.C. §794(a)
 Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.
 410 ILCS 315/2a
 105 ILCS 5/10-21.11, 5/34-18.13
 Rules and Regulations for the Control of Communicable Diseases. Ill. Dept. of
 Public Health

FOOD ALLERGY MANAGEMENT PROGRAM

The Chief Executive Officer/designee shall develop and implement a Food Allergy Management Program 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 that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and IL Department of Public Health publication Guidelines for Managing Life-threatening Food Allergies in Schools.
3. Complies with State and federal law and is in alignment with Board policies.

The Food Allergy Management Program will be reviewed and amended as necessary and presented to District administration on an annual basis.

LEGAL REF.: 105 ILCS 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 IL Department of Public Health

STUDENTS; CONCUSSION AND HEAD INJURIES

The General Assembly recognizes all of the following:

1. Concussions are one of the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The Centers for Disease Control and Prevention estimates that as many as 3,900,000 sports-related and recreation-related concussions occur in the United States each year. A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. The risk of catastrophic injuries or death are significant when a concussion or head injury is not properly evaluated and managed.
2. Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles. Concussions occur with or without loss of consciousness, but the vast majority of concussions occur without loss of consciousness.
3. Continuing to play with a concussion or symptoms of a head injury leaves a young athlete especially vulnerable to greater injury and even death. The General Assembly recognizes that, despite having generally recognized return-to-play standards for concussions and head injuries, some affected youth athletes are prematurely returned to play, resulting in actual or potential physical injury or death to youth athletes in this State.
4. Student athletes who have sustained a concussion may need informal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. To that end, all schools are encouraged to establish a return-to-learn protocol that is based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines and conduct baseline testing for student athletes.

The Chief Executive Officer /designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Chief Executive Officer /designee shall select the members of the District's Concussion Oversight Team. The Board must then approve the members. To the extent practicable, the Concussion oversight team shall include:
 - i. An athletic trainer and/or nurse, and;
 - ii. At least one individual responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the team.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

- i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Chief Executive Officer/designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion, whether or not a concussion actually occurred. The Chief Executive Officer/designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for the National Federation of State High School Associations (NFHS) Concussion Playing Rules and its Return to Play Policy. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.13
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. 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.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

This policy shall be effective on the first school day of the 2016-2017 School Year.

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

STUDENT SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Suicide prevention awareness and depression awareness are very significant Board of Education goals because student suicide impacts the safety of the school environment by diminishing the ability of surviving students to learn and the school's ability to educate.

Student Suicide and Depression Awareness and Prevention Program

The Chief Executive Officer or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program ("Awareness Program") that advances the Board of Education's goals of increasing awareness and prevention of depression and suicide amongst its students.

Protocols for Administering Student Suicide Awareness and Prevention Education for Students and Employees.

Students

The Awareness Program will incorporate Board Policy 6.282, *Student Social and Emotional Development* which requires education for students to assist them in developing a sound mind and a healthy body.

Employees

The Awareness Program will incorporate Board Policy 5.106, *Certificated Staff Opportunities/Visitations and Conferences*, and teachers' institutes required under Section 5/3-14.8 of the Illinois School Code which requires coverage of the warning signs of suicidal behavior amongst students.

Procedures for Early Identification and Referral of Students at Risk of Suicide for students in grades 7 through 12, implementation shall incorporate the training required by Section 5/10-22.39 of the Illinois School Code for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.

- a. For all students, the Awareness Program shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE recommended resources for students containing age-appropriate educational materials on youth suicide and awareness.

The Awareness Program will include an emotional/mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. This will include the following:

1. Section 49/15(b) of the Children's Mental Health Act of 2003 which requires School Districts to develop a policy for incorporating student social and emotional development into the District's educational program;
2. Board Policy 6:270, *Guidance and Counseling Program*, implementing guidance which requires the Board of education to provide student resources in the areas of educational careers and life counseling;

3. Any state and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website, if available;
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level supports;
5. Reporting procedures. Implementation of this program shall incorporate Board policy 6:270, *Guidance and Counseling Program* in addition to other State and/or federal resources that address reporting procedures;
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the Awareness Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Information to Staff, Parents/Guardians, and Students

The Chief Executive Officer or designee shall inform each school district employee about this policy and ensure its posting on the District's website. The Chief Executive Officer or designee shall make this policy available to all parents/legal guardians of students enrolled in the District.

Implementation

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

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

COCURRICULAR AND EXTRA CURRICULAR PROGRAMS

The Board of Education recognizes that extra curricular activities are a vital part of the total educational program. They will be used as a means for developing wholesome attitudes, constructive personal relationships, individual skills, and to foster student pride and citizenship with respect to one's school.

The following may be considered extracurricular activities:

1. Student government and its related activities and organizations.
2. Musical festivals or contests, speech contests, debates, dramatic contests.
3. Organized activities which are part of interscholastic athletics.
4. All types of interscholastic competition.
5. Special interest clubs.

The Board of Education will approve specific extra curricular activities through the authority it extends to school Principals to authorize and administer them in keeping with this Policy.

Student participation in school-sponsored extracurricular activities is contingent upon the student meeting the academic criteria set forth in Board Policy on school-sponsored extracurricular activities.

The parent/guardian must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.

LEGAL REF.: 105 ILCS 5/10-20.30.

CROSS REF.: Administrative Procedure Handbook, Section 4.2-.4; 7.41

INTERSCHOLASTIC ATHLETICS

Eligibility for participation in interscholastic activities will be governed by Illinois High School Association (IHSA) regulations as well as District Policy. Violation of the provisions noted below will result in a student becoming ineligible for participation in interscholastic activities for the remainder of the semester and until the infraction is corrected. Violation will also result in the school organization involved forfeiting all intra-district competitions occurring while the student was a member of the activity.

1. A student is eligible to participate in interscholastic activities only in the school where he/she is enrolled or scheduled to be enrolled.
2. A student who attends a school out of his/her attendance area and whose parent or guardian resides in School District U-46 is ineligible to participate in interscholastic activities unless he/she has met the school assignment requirements described in Board Policy #7.031.

All high school athletes will be required to read and agree to the District's Athletic Code of Conduct prior to participation in interscholastic athletics. In addition, all coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12, participating in these programs. Furthermore, student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing.

The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the students' health status allows for active athletic participation. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

LEGAL REF.: Illinois School Code: 105 ILCS 5/22-15; 105 ILCS 5/27-1, 105 ILCS 5/27-23.3, 105 ILCS 5/10-20.30, 25/2.
23 Ill. Admin. Code §1.530(b)

CROSS REF.: Board Policy #7.031 – Assignment of Students to Schools

STUDENT ORGANIZATIONS

Students may be encouraged to broaden themselves beyond the scope of the formal educational process by organizing clubs or other groups to pursue specific activities or interests. Such clubs or organizations will provide for membership that is open to all interested and/or eligible students, will be approved by the Principal, and will have an official adviser designated who will attend all meetings and/or activities.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.29a, -22.40; Article 31

STUDENT SOCIAL EVENTS

School sponsored social events which provide for a reasonable and proper extension of the educational program, which promote the interests of students and those of the schools of the District, and which are consistent with the policies and rules of the Board of Education will be encouraged. The Principal will provide for the establishment of responsible and appropriate procedures with respect to student social events.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.34, 10-22.34(a)

STUDENT PERFORMANCES

Teachers are encouraged to arrange for individual students and groups to provide public performances when such performances contribute to the educational process and when they do not interfere with other scheduled activities or classes within the school, as follows:

1. All performances involving students will be approved by the building Principal.
2. The extended use of one particular group will be discouraged.
3. Students participating in a performance will conduct themselves appropriately to bring credit to their school.
4. Performances that are scheduled outside of school hours are preferred. Performances during school hours should be limited to the class period during which the activity is usually taught to that particular student or students.

Student organizations may participate in the activities of the School District and the civic groups in the community upon the approval of the Principal. They will not be paid for participation or performing when they represent the school.

STUDENT ACTIVITIES AND CONTESTS

School District U-46 will cooperate with individuals, community organizations, and agencies desiring to sponsor activities in the schools provided such activities are consistent with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on the staff of the school.

Contests or other activities sponsored by non-school district organizations which include awards to students must request approval from the Chief Executive Officer/designee. Requirements for approved contests will include an overall educational value for participating students and freedom from the kind of interests, pressure, or restriction which inhibits the free and full development of students, teachers, and other participants. Contests whose primary purpose is commercial in nature will not be authorized.

CROSS REF.: Administrative Procedure Handbook – Section 13.1

STUDENT PUBLICATIONS

School-Sponsored Publications, Productions and Websites

The Board of Education recognizes the value of official school publications in teaching journalism, English, writing, and other related courses. It is the intent of the Board to support and encourage such publications. An official school publication means materials produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. School-sponsored publications, productions and web sites are part of the curriculum and are not a public forum for general student use.

This Policy affirms the importance of official school publications as a forum for student expression, including topics about which there may be dissent and controversy. The observance of these rights must be balanced against the duty of educating students in an orderly manner to protect the rights of all.

It will be the responsibility of the local school administrators to establish reasonable and specific regulations setting forth the time, manner, and place in which distribution of student publications may occur so as to maintain an orderly and proper school process.

School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

Non-School Sponsored Publications, Productions and Websites

Students seeking to distribute, present or post any non-school-sponsored publication, production or web site at school must comply with Administrative Procedures, including notification to the building Principal/designee at least 24 hours before the distribution, presentation or posting of 10 or more copies of such materials. Students are prohibited from distributing, presenting or posting any publication, production or web site:

1. That will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. That is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. That is primarily intended for the immediate solicitation of funds; or
5. That when more than 10 copies will be distributed or accessed is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner designated by the building Principal/designee so that it will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

STUDENT AWARDS AND SCHOLARSHIPS

Acceptance by the Board of Education of any award or scholarship offered to District U-46 will be made upon recommendation by the Chief Executive Officer/designee. Any award or scholarship will serve the best interests of the educational program of the District and will be supportive of and consistent with sound educational practice.

ACADEMIC ELIGIBILITY STANDARDS

In order to be eligible to participate in any school-sponsored or school-supported athletic or extra-curricular activity in grades 9 through 12, a student must maintain a passing grade in no less than five courses as determined on a weekly basis. Students failing to meet this standard on a weekly basis are prohibited from participating for a minimum of five school days. If a student does not maintain a passing grade in at least five courses for a given semester, he/she will be prohibited from participating in any athletic or extracurricular activities for the following semester.

LEGAL REF.: 105 ILCS 5/10-20.30

CROSS REF.: Administrative Procedure Handbook, Section 4.2, 4.3, 4.4

SOLICITATIONS

Solicitation of charitable contributions from students will be restricted to drives approved by the Board of Education. Any charitable organization desiring to distribute flyers or other materials to students in connection with fund drives must obtain prior approval from the Chief Executive Officer/designee.

Solicitations of students for commercial or non-educational purposes will not be conducted.

Solicitations of money for gifts for activity sponsors, teachers, or other individuals will be under full school control.

CROSS REF.: 8.026 - Advertising in the Schools

STUDENT FUND-RAISING ACTIVITIES

All student fund-raising activities will be pre-approved by the Principal who will use the utmost discretion in approving fund-raising activities. The Principal need not authorize any fund-raising activities unless he/she considers them desirable.

Each school Principal will be directly responsible for all types of pay entertainment or fund raising activities conducted on or in his/her school or sponsored by the school. Parent/teacher committees or faculty/student committees will work in full cooperation with, and under the supervision of the Principal in planning any special programs or in conducting any activity which involves fund raising.

The funds shall be used to the maximum extent possible for student activities.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.19

STUDENT USE OF FACILITIES – EQUAL ACCESS

Non-curriculum related, non-school-sponsored group of students may meet on school premises during non-instructional time if approved by the building principal, subject to the following:

If the meeting is student-initiated and not a part of a school sponsored activity, it must be conducted according to the following guidelines:

1. Attendance is voluntary and student initiated;
2. The meeting may not be school-sponsored;
3. School employees may be present at religious meetings only in a non-participatory capacity;
4. It cannot materially and substantially interfere with the orderly conduct of educational activities within the school;
5. Non-school persons may not direct, conduct, control, or regularly attend;
6. All school rules, applicable laws and the constitutional rights of other persons must be observed; and
7. No financial support may be provided by the school other than the incidental cost of providing the space for the meeting and activities related to the meeting as provided below.
8. The school maintains its authority to maintain order and discipline.

Approval by the Principal may not be denied on the basis of the religious, political, philosophical or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful or is in violation of any applicable School District policies or school rules.

The term “non-curriculum related student group” means any student group not related to the body of courses offered by the school. Student groups directly related to the subject matter of courses offered by the school do not fall within the non-curriculum related category and are considered curriculum related.

The terms “meeting,” “sponsorship” and “instructional time” as used in this policy have the same meaning as contained in the Federal Equal Access Act. The term “meeting” further includes the following activities, provided disclaimers of school sponsorship, in the form prescribed by the Principal, accompany the activities:

1. Placement of photographs in the school yearbook.
2. Coverage by the school newspaper and other school-sponsored publications.
3. Recognition at pep rallies or other school assemblies where the group’s activity is related to the purpose of the assembly. No school may grant any academic or athletic award to participants in

non-school sponsored activities unless it is part of an event sanctioned by the Illinois High School Association.

4. Display of awards in a school trophy case.
5. Announcements over the school's public address system. Such announcements must be limited to the following information:
 - a. The name of the organization.
 - b. The date, time and location of the meeting.
 - c. A disclaimer if the student organization is not school sponsored.
 - d. A brief, viewpoint neutral explanation of the purpose of the announcement.
6. Display of meeting schedules.
7. Posting notices on designated bulletin boards. Such notices must be limited to the following information:
 - a. The name of the organization;
 - b. The date, time and location of the meeting;
 - c. A disclaimer if the student organization is not school sponsored.
 - d. A brief, viewpoint neutral explanation of the purpose of the notice.

Any notice, advertisement or poster that does not comply with these requirements or which is posted outside of a designated area, may be removed. Student organizations may request permission to post additional information and/or to place postings outside of a designated area.

The Chief Executive Officer/designee shall develop administrative procedures to implement this policy.

LEGAL REF.: Equal Access Act, 20 U.S.C. § 4071 et seq.

STUDENT RECORDS

Information about students which is considered essential in accomplishing the educational objectives of our schools and in promoting the welfare of students will be collected and maintained under the supervision of certified staff in accordance with federal and state law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

A current and accurate cumulative record will be maintained for each student enrolled in the schools of District U-46. Moreover, current and suitable entries in common with the cumulative record will be made on District health records of students as required or deemed necessary. All student records are confidential and information from them shall not be released other than as provided by law. In accordance with the directives and guidelines of the State Board of Education and the laws of the state and federal governments, such records may only be released to, reviewed by, or shared with properly authorized persons. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Chief Executive Officer/designee will formulate and disseminate proper custodial procedures which will govern the collection, handling, release, storage, maintenance, accessibility and retention of such records and student information, and will be designed to carry out the primary task of the school while protecting individual rights and preserving the confidential nature of various records pursuant to state and federal law.

The Chief Executive Officer shall also designate a records custodian who shall maintain student records. The Chief Executive Officer/designee shall inform staff members, students and parent(s)/guardian(s) of this Policy, as well as their rights regarding student school records.

LEGAL REF.: Illinois Student Records Act 105 ILCS 10/1 et seq. and 5/14-1.01 et seq.
Family Educational Rights and Privacy Act, 20 U.S.C. §1232; 34 C.F.R. Part 99
50 ILCS 205/7
23 Ill.Admin. Code §226 and 375

CROSS REF.: Administrative Procedure Handbook – Section 19.1-30

1986/1987/1989/1997/2005/2013
Amended 4.22.13

EMERGENCY RECORD CARD

All schools within School District U-46 are to maintain student information on an "Emergency Record Card" for each student. The information is to be provided by the parent/guardian and should include the name, address, and phone number of the parent, guardian, or designated person who can be contacted in the event of an emergency during the school day or during school related activities. Parents/guardians are responsible for providing current information.

STUDENT PHOTOGRAPHS

Recognizing that most students and parents want to retain some permanent impression or keepsake as a reminder of their school experiences from year to year, the Board of Education sanctions the practice of negotiations and contractual obligations between commercial photographers and the Principals of the schools as a service to the students, and as part of the total school program.

No student will be required to have a picture taken or will be pressured for the purchase of photographs.

CROSS REF.: Board Policy #8.019