

McLEAN COUNTY UNIT 5

STUDENT HANDBOOK

McLean County Unit 5 Student Handbook
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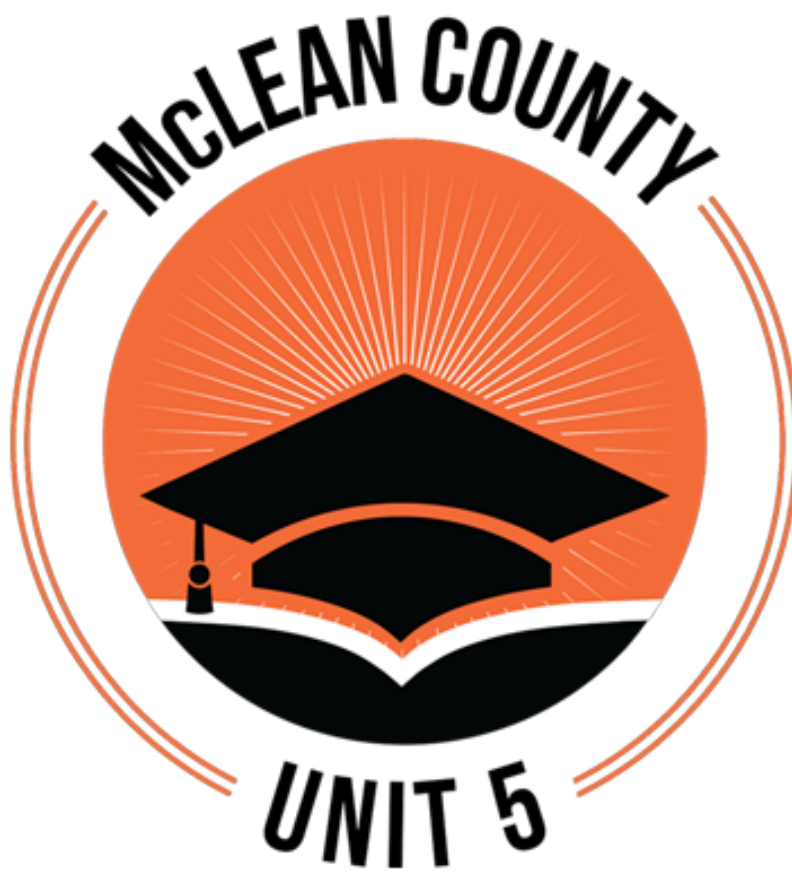


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CHAPTER 1: INTRODUCTORY INFORMATION & GENERAL NOTICES

1.00 SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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

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

Additionally, please note the following:

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

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

1.20 STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT AND PLEDGE

As part of the Online Registration process, students, parents, and guardians acknowledge receipt of the Student Handbook for the upcoming year, which will be available on the district website prior to the start of the school year, but may be amended during the school year. By acknowledging receipt of the Student Handbook during registration, you confirm that you will review its contents, including any amendments, with your child and understand the responsibilities it outlines.

1.30 GENERAL SCHOOL INFORMATION

This handbook is intended to provide students, parents/guardians, and visitors with basic information about Unit 5 Schools, and to explain the various policies and procedures students should follow when attending school or school-related activities on or off campus, and parents/guardians and visitors should follow when attending Unit 5 activities or events or otherwise on school property. This handbook is a summary and is not a comprehensive statement of school policies and procedures. The Board's comprehensive policy manual is available on the District's website - https://www.boardpolicyonline.com/?b=mclean_5 - or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois. Keep this handbook available as a reference. Students will be held responsible for knowing and following all procedures, policies, and regulations. Unit 5 administration reserves the right to change rules, as needed, to maintain a safe and orderly learning environment. Changes in state and federal laws may dictate amendments to sources identified in this handbook during the school year.

District Governance

The District is governed by a Board of Education consisting of seven members. Current Board of Education members are listed on the District's website. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools. The Superintendent is the District's chief executive officer and is responsible for the administration and management of the District schools in accordance with Board policies and directives, and State and federal law.

1.40 VISITORS

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

When arriving at any school, visitors are asked to provide their information on a touch screen. Visitors consent to uploading a photo of their State-issued driver's license or ID card. The visitor's full name and date of birth are reviewed and sent to a third-party database provider, **Verkada Guest**, to search all state and local US sex offender registries and records. Additionally, the name is reviewed against our district banned person list.

Within seconds, the system will share the results with school staff and will print an ID badge for entry. Approved visitors must place the ID badge on their outer clothing in a clearly visible location. Visitors are required to proceed immediately and/or may be escorted to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Our visitor management system tracks the arrival and departure of all visitors.

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

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

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

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to color, race, national origin, religion, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Nondiscrimination Coordinator and Complaint Manager:

M. Curt Richardson

1809 W. Hovey Ave, Normal IL 61761

Email: richardmc@unit5.org

Telephone: (309) 557-4082

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 ANIMALS ON SCHOOL PROPERTY

To assure student health and safety, animals generally are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability, or when approved by the Building Principal for educational purposes in accordance with Exhibit 6.100-E1 Guidelines and Application for Using Animals in School Facilities for Educational Purposes.

1.70 SCHOOL VOLUNTEERS

Volunteers can make many valuable contributions to our schools. The Board encourages the use of volunteers for the reasons set forth in [Board Policy 6.250, Community Resource Persons and Volunteers](#). Any parent or volunteer who works directly with students must complete [Exhibit 6.250-E1, Volunteer Information Form and Waiver of Liability](#), and be screened annually. This includes individuals who volunteer during the school day, as well as those who volunteer with students in before-school or after-school clubs, organizations, and IESA/IHSA-sponsored athletic programs or activities. Parents attending a party to be with/help their own student do not need a volunteer screening as long as they are not working with other students, just their own. Room parents and party volunteers leading the event and working with/supervising other students should be screened. All volunteers, regardless of whether they have been screened using the District's volunteer background screening, are required to check in and out at the main office, will be subject to the District visitor policy, and receive a visitor ID badge before going to their destination.

1.80 INVITATIONS AND GIFTS [K-8]

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

1.85 TREATS AND SNACKS [K-8]**Birthdays**

Unit 5 believes that birthdays are special for children. As a school District, to promote a healthy school environment, birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Other Occasions

There may be occasions (e.g., school parties, celebrations) where treats and snacks are allowed. Due to health concerns and scheduling, treats and snacks must be arranged in advance with the classroom teacher. All treats and snacks to be shared must be store-bought and prepackaged in individual servings. No homemade treats or snacks are allowed to be shared at school. Treats and snacks intended to be shared may not require refrigeration and must have a clearly printed list of ingredients.

1.90 EMERGENCY SCHOOL CLOSINGS

School cancellation/early dismissal information can be accessed from the Unit 5 website at www.unit5.org and on social media platforms. In addition, Unit 5 will send direct messaging to parents/guardians (email, text, call). For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If schools dismiss early for an emergency, all after-school functions are automatically canceled.

1.100 VIDEO AND AUDIO MONITORING SYSTEMS

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

1.110 ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

1.120 STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

1.130 CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school promptly of any change that needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school promptly of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate

directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

1.140 SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline: Call or text 988

Crisis Text Line: Text HOME to 741741

Safe2Help Illinois: Call 844-4-SAFEIL (723345) or Text SAFE2 (72332)

1.150 ACCOMMODATING BREASTFEEDING STUDENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed an infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Non-Discrimination Coordinator or a Complaint Manager.

1.160 PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, a District school's team name, or any logo attributable to the District, provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

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1. The organization's or club's name and purpose, such as to enhance students' educational experiences, to help meet the educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club, regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organization.

1.170 STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing their graduation attire with items associated with the students' cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1.180 AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections

- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people, or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems, such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialogue with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life

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- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life, or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialogue
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

- National Sexual Assault Hotline at 800. 656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org

- Illinois Department of Children and Family Services Hotline at 1.800.25. ABUSE (2873)

1.185 FAITH'S LAW NOTIFICATIONS

School districts are required to include in the student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office. For more information, see [Administrative Procedure 5.120-AP2, Employee Conduct Standards](#), [Exhibit 5.120-AP2, E1, Expectations and Guidelines for Employee-Student Boundaries](#), and [Exhibit 5.120-E1, Code of Ethics for Illinois Educators](#).

1.190 PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. For more information, see [Board Policy 7.285, Anaphylaxis Prevention, Response, and Management Program](#), and [Administrative Procedure 7.285-AP1, Anaphylaxis Prevention, Response, and Management Program](#). Parents/guardians with questions about how the policy applies to their child should contact their Building Principal.

1.200 SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at <http://www.isbe.net>, or you may request a copy of this guide by contacting the school's office.

1.210 FREE AND REDUCED-PRICE FOOD SERVICE MEAL CHARGE NOTIFICATION

Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in [Board Policy 4.130, Free and Reduced-Price Food Services](#), and [Board Policy 4.140, Waiver of Student Fees](#). This notification is also provided to households of students transferring to the District during the school year.

For more information, see <http://www.fns.usda.gov/school-meals/unpaid-meal-charges>, and/or contact Unit 5 Food Service at (309) 557.4116.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards set annually by the U.S. Dept. of Agriculture and distributed by the Illinois State Board of Education.

Meal Charges for Meals Provided by the District

The Building Administration and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board Policy 4.45, Insufficient Fund Checks and Debt Recovery, and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under [Board Policy 4.130, Free and Reduced-Price Food Services](#). The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that they are responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Illinois Department of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

CHAPTER 2: ADMISSION, ATTENDANCE, PROMOTION & GRADUATION

2.00 ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

Parents/guardians of students enrolling in the District for the first time must complete the District's Verification of Residency and Enrollment form and supply:

- Certified birth certificate or other reliable proof of identity and age. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that, within 30 days, they must provide a certified copy of the student's birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child.

NOTE: If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Missing Children Registration Law and Missing Children Records Act requires the Superintendent or designee to immediately notify the local law enforcement agency, and also notify the person enrolling the student in writing that, unless they comply within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee must refer the case. The Superintendent or designee must immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

- Proof of legal custody
- Proof of residence, as required by Board Policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy. [Board Policy 7.100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.](#)
- Documentation that is not accepted for enrolling a student in school includes anything that does not adequately prove the student's identity, age, residency, or immunization status, such as: expired identification documents, unverified birth certificates, documents not issued by a recognized authority, or documents that do not provide a current address.

Early Childhood Enrollment Only: The school district is required to collect and review proof of family income to determine eligibility and priority points for *every student* as a part of the screening process for eligibility into early childhood programs upon entry to the program. Proof of family income must be placed in each child's folder. During state compliance visits, monitors will look for this documentation.

Early childhood programs must document how family income was calculated using any of the following forms of evidence:

- Pay stubs
- Proof of WIC benefit
- Proof of Supplemental Nutrition Assistance Program (SNAP) benefit
- Proof of Temporary Assistance for Needy Families (TANF) enrollment
- Proof of Supplemental Security Income (SSI) benefit
- Proof the family receives Child Care Assistance Program (CCAP)
- Tax Return (most recent)

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- Wages and tax statement (most recent W-2)
- Verification/letter from employer
- Proof that the parent/guardian is enrolled in Medicaid (a medical card with the child's name does not prove income eligibility)
- Signed written statement from the family (This is only an option when parents/guardians have no income sources)

Age Requirements

Early Childhood (Preschool for All - PFA / Preschool for All Expansion - PFAE):

- To be eligible for Early Childhood programs, a child must be between three (3) and five (5) years old.
- However, children five (5) years old on or before September 1 of the school year are not eligible for admission to PFA/PFAE, as they are considered kindergarten age-eligible.
- PFA and PFAE programs are designed exclusively for children ages 3–5 who are not yet eligible for kindergarten.

Kindergarten:

- A child must be five (5) years old on or before September 1 of the school year to be eligible for admission to kindergarten.

First Grade:

- A child must be six (6) years old on or before September 1 of the school year to be eligible for first grade.
- Children who turn six after September 1 shall enter first grade the following year.
- A child who has completed a full year of kindergarten in another district but is not yet six by September 1 may be placed in either kindergarten or first grade, at the discretion of the Building Principal.
- **A child may also be admitted to first grade if:**
 - The child attended a non-public preschool.
 - Continued through kindergarten at the same school.
 - Was taught by a properly certified teacher.
 - Will turn six (6) years old on or before December 31 of the school year; and
 - Demonstrates readiness based on an assessment.

Accelerated Placement:

- Early entrance to kindergarten or first grade may be available under [Board Policy 6.135, Accelerated Placement Program](#).

Students with Exceptional Needs:

- Children ages 3 to 21 with exceptional needs who qualify for special education services or are at risk of academic failure may be eligible for admission.
- Eligibility for special education is based on documented delays in one or more developmental areas, as determined through an Individualized Education Program (IEP).
- Students with disabilities who receive special education services remain eligible until age 21 (inclusive).
 - If the student turns 22 during the school year, they may continue to receive services through the end of that school year.

Ineligible Students:

- A student who is 19 years of age or older, has dropped out, and cannot graduate before turning 21 due to insufficient credits or age, is not eligible for admission.

Residency Requirements

Only children who are residents of the District may attend a District school without a 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. "Legal custody" means one of the following:

- (i) Custody exercised by a natural or adoptive parent with whom the pupil resides.
- (ii) Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
- (iii) Custody exercised under a statutory short-term guardianship, provided that within 60 days of the pupil's enrollment, a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
- (iv) 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.
- (v) Custody exercised by an adult who demonstrates that they have assumed and exercise legal responsibility for the pupil and provide the pupil with a regular fixed night-time abode for purposes other than to have access to the educational programs of the district.

A parent with the majority of parenting time under a parenting plan is considered to have legal custody.

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b. When both parents retain legal guardianship or custody, the resident district is the district in which either parent who provides the student's primary regular fixed nighttime abode resides, provided that the election of resident district may be made only once per school year.

Report to the office immediately any change of home address, home or parent's/guardian's work telephone number, or any other important information that we may need to contact your parent or guardian in case of an emergency. Proof of residency must be provided prior to changes being made.

Registration

All students must register for school each year on the dates and at the place designated by the Superintendent or designee. The District may require proof of legal custody, residency, immunizations, or health examination before allowing a student to register for the following school year.

All students, eighth through eleventh grades, are expected to register during the second semester for classes offered the following year.

All eligible students who move into the District or who transfer from another school are expected to register on or before the first day of a semester. Students enrolling late who have been attending school elsewhere will be placed in equivalent classes, if possible. Grades from the previous school will be combined with grades earned in Unit 5 high school classes to determine semester grades and credit. If there is not a similar course available, students may not be able to earn credit and may be assigned to study hall.

A student wishing to enroll late who has not been attending school during the current semester will be placed in the appropriate classes. The opportunity for credit will be evaluated on a case-by-case basis if the prospective student chooses to enroll. Credit is not guaranteed.

2.10 COMPULSORY ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall ensure that the child attends school in the district in which they reside, during the entire time school is in session (unless the child has already graduated from high school). Attendance in all assigned periods, including homeroom, is required.

2.20 STUDENT ABSENCES

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 a 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 over 12 and under 14 years of age while in confirmation classes;
- (5) Any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because their religion forbids secular activity on a particular day or time of day; and
- (6) Any child 16 years of age or older who is employed and is enrolled in a graduation incentive program.

Student Absences

For students who are required to attend school, there are two types of absences: excused and unexcused, as defined below. The school may require documentation explaining the reason for the student's absence.

Excused Absences

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

- Illness (including up to 5 days per school year for mental or behavioral health of the student) or injury
- Serious illness or death in the family
- Verified medical or therapeutic appointment (an appointment card or other verification from the healthcare provider's office may be required)
- Appointment with a victim services provider
- Unavoidable accident or emergency
- Observance of a religious holiday or event
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Court appearance (beyond the student's control)
- College Visit / Military Visit (with verification)
- Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
- Military Family Absence
- Attend a civic event

- For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.
- Other situations beyond the control of the student, as determined by the Board of Education in [Board Policy 7.70, Attendance and Truancy](#)

Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

Any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event. "Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event."

Students excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. Teachers may make work available through electronic means.

Unexcused Absences

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

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school-sponsored activities
9. Vacation

Reporting Absences

Each day a student is absent, their parent or guardian must call the Attendance Line before 8:30 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day.

If a call has not been made to the school by 9:45 AM or 1:45 PM (for PreK PM students) on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Students at risk of reaching or exceeding chronic absence levels, the school staff will attempt to identify the cause of the student's absenteeism, including interviews with the student, their parent/guardian, and staff members or other people who may have information. For students who are chronically absent, the school will provide supportive services consistent with [Board Policy 7.70, Attendance and Truancy](#), including parent-teacher conferences, student and/or family counseling, or information about community service agencies. The school staff may visit the family and offer the family guidance, help, and resources for avoiding chronic absenteeism and promoting regular attendance. If, after conducting outreach and working with the family to get the child to school, PFA/PFAE students with chronic absenteeism may be dropped from the program in compliance with state guidelines. Written notification of the student being dropped from the program will be provided to the parent/guardian.

2.21 STUDENT PARTICIPATION IN OUTSIDE ACTIVITIES THAT COUNT TOWARD CALCULATION OF CLASS HOURS

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

2.30 RELEASE TIME FOR RELIGIOUS INSTRUCTIONS AND OBSERVANCE

A student will be released from school, as an excused absence, because of religious reasons, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the building administration at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be allowed to make up all missed work, including homework and tests, for equivalent academic credit.

2.40 MAKE-UP WORK

For secondary students, it is their responsibility to coordinate with each teacher to make up any missed work. Students who are unable to contact their teachers via email or Google Classroom may request assistance from the Counseling Office to collect assignments. Students should also be prepared to complete any exams that were scheduled prior to their absence.

For elementary students, a parent or guardian may call the school before 9:15 AM to arrange for assignments and books to be picked up from the office that same day. Requests made after 9:15 AM will be available for pick up the following day after school. Parents may also arrange for a sibling or friend to pick up the materials, or teachers may make assignments available electronically.

All assignments and tests missed due to absences must be made up, regardless of the reason for the absence. Elementary students with excused absences are typically allowed twice the number of days they were absent to complete and submit missed assignments. However, students may be required to take previously announced tests on the day they return to school. Junior High and High School students will be permitted the same number of days absent, to turn in the make-up work up to five (5) days. For additional time, the student should contact their teacher.

Students who participate in activities outlined in handbook procedure 2.21 will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

The following guidelines should be used in setting deadlines for completion of make-up work:

- **Excused and Unexcused Absence** - if notified the previous day, a student may be required to take a test or complete other make-up work at the scheduled time. The penalty for not doing this work will be decided by the teacher. Reasonable deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines.
- **Prearranged Absence** - as determined prior to absence. Depending on the reason for the prearranged absence, teachers may not be able to provide, nor are they required to provide, work in advance.
- **School-Related Absence** (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. Students may be withheld from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor, or coach as early as possible to discuss any such problems.
- **Suspension** - Students have an obligation to make up work that was missed due to a suspension.
- **Semester Exams** - All absences from semester exams for high school students must be cleared in advance by the building administration. It is the student's responsibility to decide with the teacher for completion of semester exams, with the teacher involved. Students truant from semester exams will receive a grade of "0", and their semester grades will be computed accordingly.

2.50 TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A “truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” from such attendance for 5% or more of the previous 180 regular attendance days. A “truant minor” is a chronic truant to whom supportive services, including prevention, diagnostic, intervention, and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

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

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

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

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

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. The withdrawal is not considered to be disciplinary in nature and students withdrawn from enrollment may re-enroll following the District’s normal registration process at any time.

Unauthorized Skip Day

The District does not sanction or approve any unauthorized skip day by any group of students. Students known to be participating in such a skip day will be considered truant and held accountable as described above. Parents/guardians will need to verify the legitimacy of excused absences.

Arrival and Dismissal Times

The school day for early learning students begins at 7:45 AM for morning session and full day students and 11:45 AM for afternoon session students. Early learning students should arrive at school between 7:40-7:45 AM (morning session and full day students) and 11:40-11:45 AM (afternoon session students). Early learning morning session students are dismissed at 10:15 AM. Early learning afternoon session and full day students are dismissed at 2:15 PM.

The school day for elementary students begins at 7:45 AM. Elementary students should arrive at school after 7:25 AM unless other arrangements have been made with the principal or students are participating in supervised activities. There is no school supervision prior to 7:30 AM. Elementary students are dismissed at 2:30 PM.

The school day for Junior High students begins at 8:45 AM. Students are allowed to enter the building beginning at 8:25 AM unless other arrangements have been made with the principal or students are participating in supervised activities. Junior High students are dismissed at 3:45 PM.

The high school instructional day begins at 8:30 a.m., unless other arrangements have been approved by the principal or the student is participating in a supervised activity or Zero Hour class. High school students are dismissed at 3:30 p.m. Students enrolled in a Zero Hour class begin their school day at 7:30 a.m. All students may enter the building beginning at 7:15 a.m. each school day.

Arrival Procedure

All students must enter the building through the front doors or assigned entrances. After students arrive on school grounds, they must stay until the end of the scheduled day. Leaving school grounds without permission after arrival is not permitted and will result in consequences ranging from a verbal reprimand to suspension from school.

Tardiness to School and Class

All students are required to be on time to school and to each class. Tardiness to class is unexcused unless a student presents, upon arrival to class, a hall pass that indicates why the student was detained.

If a student is not in their assigned class at the appropriate time, the tardiness will be documented by the teacher. Teacher interventions may include student conferences, parent communication, classroom-level consequences, or administrative referrals.

Consequences for unexcused tardiness to school or class, including patterns of unexcused tardiness, shall be administered by a building administrator or designee.

Procedure for Arriving Late to School

1. If a student arrives after school begins, they must enter at the main entrance and check in at the main office before reporting to class.
2. The student will be given a hall pass that will admit them to class. If the student's tardiness is deemed unexcused, the student may be subject to disciplinary action(s).

Procedure for Leaving School Early

1. A parent or guardian can arrange in advance, whenever possible, for their child to check out before the usual dismissal time by calling the Attendance Line. For minors, a parent, guardian, or another designated individual must sign them out for any reason.
2. If a student's checkout time is during a class period, a notice may be delivered to the student prior to the checkout time. If the notice has not been delivered, it is the student's responsibility to check in the Main Office prior to leaving (Not applicable to elementary students).

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3. At the appropriate time, report to the main entrance and sign the Student Check-Out List. A copy of a student's Absent/Tardy notice will be kept in the office until their return to school. If a student returns to school the same day, the student must be signed back in before returning to classes.
4. If a student becomes ill or injured in school or during lunch, the School Nurse or one of the Assistant Principals must check the student out of school. Failure to check in or check out may result in disciplinary consequences.

A parent/guardian who takes their child out to lunch is required to follow the procedures mentioned above and sign the student out in the main office. Students leaving school early should exit the building through the main entrance.

Zero-Hour Absences (High School Students)

Frequent absences from an assigned Zero-hour class may result in removal from the class and placement in the equivalent class during the regular school day.

Prearranged Absences

Whenever a parent/guardian knows in advance that their student will be absent from school due to a family vacation, required court appearance, business interview, college visitation, or unavoidable circumstances not considered excused, the parent/guardian must contact the building's administration to request a Prearranged Absence. This should be done at least three days before your absence. Please note that pre-arranging an absence does not excuse absences that would otherwise be unexcused.

College Visitation

Parents/Guardians are to call the Attendance Line before the visit. College visitations for high school students will be considered excused when verification of student attendance is provided by the college. It is the responsibility of the student to plan regarding assignments from each teacher before the absence. Whenever possible, college visits should be scheduled during school holidays or Teacher Institute days.

Consistent Attendance

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

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

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

The District will follow its diagnostic procedures in [Board Policy 7.70, Attendance and Truancy](#), for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and interviews with the student, the student's parent(s)/guardian(s), and staff members or other people who may have

information about the reasons for the student's attendance problem. Students who are excessively absent from school may be requested to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences will be subject to administrative consequences.

2.60 GRADING AND PROMOTION

Grades and report cards are accessible to parents/guardians through the Infinite Campus Parent Portal link on the Unit 5 website or school website and through the Parent Infinite Campus Mobile App. In addition, report cards are sent home with elementary students. If you do not have internet access, please contact the school, and your student's progress reports and report cards will be mailed to you. Parents/guardians are invited to contact the individual teachers and/or counselor regarding grades and report cards.

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

2.70 HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

2.80 HS EXEMPTION FROM PE REQUIREMENT [HS] REGULAR EDUCATION

To be excused from participation in physical education, a student must present an appropriate excuse from their parent/guardian or a person licensed under the Medical Practice Act (105 ILCS 5/27-6). The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the following reasons:

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, if failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents their participation in the physical education course.

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State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases.
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

2.80 K-8 EXEMPTION FROM PE REQUIREMENT [K-8] REGULAR EDUCATION

To be excused from participation in physical education, a student must present an appropriate excuse from their parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents their participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

2.90 CREDIT FOR NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS, AND ACCELERATED PLACEMENT

A student may receive high school credit for successfully completing any of the listed courses or experiences, even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course, from an accredited institution.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school levels.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Guidelines for High School Non-District Experiences and Course Substitutions

- A student may take no more than six high school credits outside of Unit 5's course offerings.
- A student who has failed more than six high school credits may exceed the limit of six high school credits to recover credits to fulfill graduation requirements.
- High school credit may be earned during the school day only if approved in advance by the Building Principal or designee.
- A maximum of one high school credit (two classes) may be earned per semester unless approved in advance by the Building Principal or designee.
- A maximum of two high school credits may be earned during a single summer session unless approved in advance by the Building Principal or designee.
- The credit limitations apply only to a student enrolled full-time.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution, and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program.⁶ A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades. Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

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For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- A. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- B. A Student who exceeds State standards in mathematics shall be automatically enrolled in the next most rigorous level of advanced coursework in mathematics.
- C. A student who exceeds State standards in science shall be automatically enrolled in the next most rigorous level of advanced coursework in science.

The school district provides the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals.

2.100 HOME AND HOSPITAL INSTRUCTION

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction under the following circumstances:

- (1) Before the birth of the child, when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that the student is medically unable to attend regular classroom instruction.
- (2) For up to 3 months after the child's birth or a miscarriage.
- (3) When a student must care for their ill child, if:
 - (a) The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - (b) The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period; and
- (4) The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a healthcare provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate coursework and facilitate a student's return to school.

For more information on home or hospital instruction, contact your School Building Administration.

2.110 EARLY GRADUATION [HS]

Students who have successfully completed graduation requirements may petition to graduate early by contacting their school counselor. Class rank will be determined at the end of the semester, when the student graduates. A form, signed by the parent/guardian, must be submitted to the school counselor. Students graduating in December are invited to participate in the graduation rehearsal and the commencement ceremony.

2.120 HIGH SCHOOL GRADUATION REQUIREMENTS [HS]

1. Completing all State-mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements:

- (a) Four years of language arts.
- (b) Two years of writing-intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content, and one of which may be an Advanced Placement computer science course.
- (d) For students entering high school through the 2023-24 school year, two years of science. For students entering high school beginning with the 2024-25 school year, two years of laboratory science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- (f) One year chosen from (A) music, (B) art, (C) modern language, which shall be deemed to include American Sign Language, (D) career and technical education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
- (g) One semester of health education.
- (h) Physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America, the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.
- (k) For students entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject, and which may be counted toward the fulfillment of other graduation requirements.

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The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian, or, if applicable, the student, understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

UNIT 5 GRADUATION REQUIREMENTS

English	4.0
Math	3.0*
Science	2.0
Social studies	2.0
Physical education & health	3.5
Consumer education	0.5
Electives	9.0
Total	24.0

MATH

1.0 credit Algebra I content

1.0 Math credit can come from AP Computer Science Principles or AP Computer Science Java

*Must take one course with Geometry content.

SOCIAL STUDIES

1.0 credit U.S. History

0.5 credit Civics or AP U.S. Government & Politics.

Successful completion of the Constitution Test.

PHYSICAL EDUCATION AND HEALTH

Students are required to enroll in PE every semester they are in school, even if they have attained 3.5 credits. Unit 5 expects all students to participate in a Physical Education course that includes swimming content. Therefore, students who decide to take Driver's Education through a private company will be expected to register for WALA or Advanced Aquatics.

Students may graduate with less than 3.5 credits in Physical Education if they are approved for early graduation or if they qualify for an exemption under the Board of Education guidelines:

Substitutions for Physical Education

See Page 122 for Substitutions for Physical Education.

CONSUMER EDUCATION - STATE OF ILLINOIS REQUIREMENT

Successful completion of any of the following courses/programs fulfills the State Consumer Education requirement for high school graduation:

- Introduction to Business Course (9, 10) 2 semesters
- Consumer Education course (11, 12) 1 semester
- Work Program and Work Program Class (11, 12) 2 semesters
- Personal Investment & Finance course (11, 12) 1 semester
- Agribusiness Management course (11, 12) 2 semesters
- Consumer Math (9, 10, 11, 12) 2 semesters (for students with case manager)
- Vocations Class (11, 12) 2 semesters (for students with case managers)

For students first entering high school in the 2023-24 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject, and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

2.121 ASSISTANCE WITH FAFSA APPLICATION [HS]

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person(s):

Please contact your school counselor.

2.130 COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Parents/guardians have the right to inspect all instructional materials used as a part of their child's educational curriculum pursuant to [Board Policy 7.15, Student and Family Privacy Rights](#). In addition, they also have the right to opt out of certain instruction, surveys, the dissection of animals, and drills, among others.

Parents/guardians who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board Policy should file a complaint using Board Policy 2.260 [Uniform Grievance Procedure](#).

Parents/guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a [Curriculum, Instructional Materials, or Programs Objection Form](#). A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing the Curriculum, Instructional Materials, or Programs Objection Form.

Exempting a child from using instructional material or refusing to allow a child to take or participate in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be a reason for disciplinary action or academic penalty to the student

CHAPTER 3: STUDENT FEES AND MEAL COSTS

3.10 FEES, FINES & CHARGES; WAIVERS OF STUDENT FEES

The District establishes school fees to be charged to students for the students' participation in the curricular program and extracurricular activities of the District, including but not limited to fees for instructional supplies, technology, and school activities. Students must also pay for the loss of or damage to schoolbooks or other school-owned materials. No fees are charged to students enrolled in District early learning programs, including Preschool for All and Preschool for All Expansion programs.

In order that no student is denied educational services or academic credit due to the inability of their parent(s) or guardian(s) to pay fees and fines, students who meet the eligibility criteria may receive a fee waiver (see [Board Policy 4.140, Waiver of Student Fees](#)). A fee waiver applies to all fees related to school, instruction, and co-curricular activities. Students receiving a waiver are not exempt from charges for damaged books, locks, materials, supplies, and equipment.

Eligibility Criteria

A student is eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.
2. The student's parent/guardian is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act.

Additional consideration will be given when one or more of the following factors are present:

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

Parents/guardians seeking a school fee and fine waiver based on income guidelines for the federal free meals program should complete the Meal Benefit Application, which can be accessed electronically on the Infinite Campus Parent Portal or the District's Food Service [Free & Reduced Meal Application webpage](#), or obtained at their child's school office. Parents/guardians seeking a school fee and fine waiver because they are veterans or active-duty military personnel with income at or below 200% of the federal poverty line should complete [Exhibit 4.140-E1, Application for Fee Waiver](#), and return it to their child's Building Principal along with documents that will verify the family's income.

Verification

The District will follow the verification requirements of the federal free meals program for a waiver based on a student's eligibility under the federal free meals program. Where a student is not eligible for a waiver under the federal free meals program, but eligible because the student's parents are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, the District shall use a waiver process that is completely independent of the student's application for, eligibility for, or participation in the federal free meals

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program (see [Administrative Procedure 4.140-AP1, Fines, Fees, and Charges - Waiver of Student Fees](#)). In such cases, the District may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once per school year. The Superintendent or designee shall not use any information from this independent verification process to determine free or reduced-price meal eligibility.

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

Determination and Appeal

Within 30 calendar days after receipt of a waiver request, the Building Principal or designee will inform the parent/guardian whether the fee waiver request has been approved or denied. A notice to the parents/guardians whenever a waiver request is denied. If denied, the notice shall include:

- (1) the reason for the denial,
- (2) the process and timelines for making an appeal, and
- (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change.

If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

Hunger-Free Students' Bill of Rights Act

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

3.15 VANDALISM

The school district will seek restitution from students and their parents/guardians for vandalism or other acts that cause damage to school property.

3.20 SCHOOL LUNCH PROGRAM

The District participates in the National School Lunch and School Breakfast Programs, which require that schools offer free or reduced-price meals to eligible children. All students may participate in the meal programs, but must meet certain criteria to qualify for free or reduced-price meals. Early Learning students are provided meals by the District without charge to the student. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability.

Eligibility

A student's eligibility for free and reduced-price food services is determined by the Federal Income Eligibility Guidelines, family-size income standards, revised annually by the U.S. Dept. of Agriculture for the 12-month period beginning July 1 and ending June 30 the following year, and distributed by the Illinois State Board of Education.

Eligibility for free and reduced-price meals is determined based on several factors. Children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and foster children who are under the legal responsibility of a foster care agency or court are

eligible for free meals regardless of household income. Children who are homeless, runaway, or migrant also qualify for free meals. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced-price meals.

Children may also qualify for free or reduced-price meals based on household gross income, which takes into consideration the number of people living in the household and all forms of income. Households with incomes less than or equal to 130 percent of the poverty level are eligible for free meals. Those with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals. More information about the Income Eligibility Guidelines can be found in the application link below.

Application

Parents/guardians who believe their children may qualify for free or reduced-price meals should complete the Meal Benefit Application, which can be accessed electronically on the Infinite Campus Parent Portal or the District's [Food Service Free & Reduced Meal Application webpage](#), or obtained at their child's school office. An application may be submitted at any time during the school year as circumstances change. Children having parents or guardians who become unemployed may be eligible for free or reduced-price meals during the period of unemployment, provided that the loss of income causes the household income during the period of unemployment to be within the eligibility criteria. An application for free or reduced-price benefits cannot be approved unless it contains all the following complete information:

1. For children who are members of currently certified SNAP or TANF households, applications may be submitted with the child's name and appropriate SNAP or TANF case number, or FDPIR case number, or other FDPIR identifier and signature of an adult household member; or
2. For households applying on the basis of income and household size, names of all household members; income received by each household member, identified by source of the income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation, and social security and other cash income); the signature of an adult household member; and the last four digits of the social security number of the adult household member who signs the application or an indication that the adult does not possess a social security number.

Information provided on an application may be verified by the District at any time during the school year, following the verification requirements of the federal free meals program.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent or designee shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

Students Qualifying for Free or Reduced Meals

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

Meal Program Account Information

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

The McLean County Unit District 5 uses the family portal computerized point of sale system to track meal deposits and purchases. Each family will have a food service account. If you have children in elementary or high school, all family members’ purchases will be deducted from the same account. Deposits are made to one family account, and the price of each child’s lunch is subtracted from that account. Parents and guardians may view activity in their accounts through the family portal from the District webpage at <http://www.unit5.org>. Accounts are updated daily. Your head of household’s username will give you access to view payments and purchases as well as enter payments online. If you need a username and password, please contact the school office. If you would like separate lunch accounts for your children, please call the Food Service office at 309-557-4437. Once students have individual accounts, deposits must be sent separately for each student.

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

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

A La Carte Purchases

In addition to the standard lunch options, Junior High and High School students may choose to purchase à la carte items each day. Families are encouraged to discuss these options with their students and ensure that sufficient funds are available in their meal accounts. If you prefer to limit your child’s account to lunch purchases only and restrict à la carte items, please contact the Food Service Office at 309-557-4437.

CHAPTER 4: TRANSPORTATION & PARKING

4.10 Bus TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year, before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building administration.

Bus Assignment

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

Bus Service

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

4.15 Bus CONDUCT

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

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- Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Students must scan their Bus ID when they board the bus and when they exit the bus.

Gross Misconduct

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

- Violating any school rule or school district policy including Board Policy 7.190, Student Behavior.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as deemed inappropriate by the administration.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

4.20 HS PARKING

Cars driven to school by high school students and parked anywhere on school grounds other than in the student parking lot will be subject to being towed without warning. This restriction applies to all students from 6:30 a.m. - 4:30 p.m. each school day. School disciplinary action can be taken against students who violate parking lot restrictions and/or trespass on private property.

1. Parking is authorized in the student parking lot only. Students may not park in or drive through the faculty parking lots. Students may never drive behind the school. Students may only enter the Student Parking lot at the "Entrance" (NCWHS north driveway or east driveway at NCHS) and may not enter through the "Exit."

2. Each vehicle must have a High School permit. Permits are available at registration. Juniors and Seniors will be given priority in the purchase of parking permits at registration in the fall. If more parking is available after registration, a lottery will be held for Sophomores. A fee is charged for each permit and that permit may only be used by the student who purchased it
3. Permits must be permanently affixed to the lower left corner of the front window.
4. Each permit is issued for a specific vehicle. If this vehicle is replaced, the permit may be transferred by completing the specified process for each building. If the permit is not reusable, bring the remnants to an administrator for a replacement. If it is not recoverable at all, parent/guardian should contact an administrator. Temporary permits may be arranged with an administrator for special circumstances.
5. Vehicles may not be parked in the driveways or driving aisles.
6. All traffic laws, including but not limited to reckless driving and posted signs must be obeyed. The speed limit is 10 M.P.H.
7. Vehicles parked or operated in violation of these regulations will be towed at the owner's expense and/or other disciplinary consequences that may also include a temporary or permanent loss of parking privileges.
8. Unit 5 cannot be responsible for any damage that may occur in the student parking lot. Please be sure that your personal automobile insurance coverage is sufficient.

Parking on campus is a privilege. Students who fail to comply with disciplinary and/or academic expectations may be revoked. A refund will not be available.

4.20 K-8 PARKING

Each school has visitor parking available. Vehicles **MAY NOT** be parked or located in the BUS LANES or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Parents and guardians may drop off and pick up children in the designated drop-off lane at each school during the scheduled times.

4.30 PRIVATE TRANSPORTATION

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

4.40 BICYCLES

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

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

4.50 PEDESTRIANS

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

4.60 TRANSPORTATION FOR SCHOOL ACTIVITIES

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

4.70 COURSES MEETING AT BLOOMINGTON CAREER ACADEMY (BCA)

Several high school students have elective courses that meet only at the BCA. District transportation will be provided to and from the BCA each day except for the first session. Students participating in the first session will need to transport themselves to BCA. Unit 5 will provide return transportation from BCA to the home high school. Private transportation may be used with advanced written approval by an Assistant Principal. Students who violate this provision will be assigned administrative consequences.

In addition, students who enroll in BCA will be subject to a quarterly performance review that will consider student behavior, attendance, and performance, with the possibility of being moved out of BCA coursework due to concerns in these areas.

CHAPTER 5: HEALTH AND SAFETY

Health information, including a student's health record and health-related information, may only be released, transferred, disclosed, or otherwise disseminated in accordance with State and Federal law. Student health information may be shared with those District employees (i.e. teachers or other school personnel) who have a current, demonstrable, educational or administrative interest in the student, in furtherance of such interest. This information may be shared via written or electronic communication or by direct personal contact.

5.10 REQUIRED IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION

All students are required under Illinois law to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health ("IDPH") (see [Certificate of Child Health Examination](#)) within one year prior to:

1. Entering Pre-kindergarten, kindergarten, or the first grade.
2. Entering the sixth and ninth grades, and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by the **FIRST DAY OF SCHOOL** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to their parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the **FIRST DAY OF SCHOOL**, the student must present, by the **FIRST DAY OF SCHOOL**, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination by an optometrist or ophthalmologist whenever health examinations are required ([State of Illinois Eye Examination Report](#)).

All students entering kindergarten or the school for the first time must present proof by the **FIRST DAY OF SCHOOL** of the current school year of an eye examination performed within one year. Failure to present proof by the **FIRST DAY OF SCHOOL** allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after the **FIRST DAY OF SCHOOL**. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the Building Principal a completed [Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form](#).
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Vision and Hearing Screenings

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

5.20 STUDENT MEDICATION

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

Except when: (1) the school nurse or a delegated school employee administers or supervises a student's self-administration of limited over-the-counter medications; or (2) the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen[®], an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician; no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed [School Medication Authorization Form](#) is submitted by the student's parent/guardian. A parent/guardian may opt-out from the administration by or supervision of a

student's self-administration by the school nurse or delegated school employee of limited over-the-counter medications during online registration or by completing Exhibit 7.270-E9, [Parent/Guardian Opt-Out from Administration or Self-Administration of Limited Over-the-Counter Medications](#).

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures. Nothing shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g.: EpiPen® and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian and licensed healthcare provider with prescriptive authority have completed and signed a *School Medication Authorization Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an allergy emergency action plan; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

District Supply of Undesignated Limited Over-the-Counter Medication

The Superintendent or designee may maintain a supply of undesignated limited over-the-counter medications in the name of the District and provide or administer them as necessary, consistent with Board Policy 7.270, *Administering Medicines to Students*. This may include, but is not limited to: normal saline skin cleanser, Lubriderm lotion, anti-itch cream, eye irritation relief drops, contact solution, Orajel, antibiotic ointment, first aid and burn cream, and numbing wipes.

District Supply of Undesignated Asthma Medication

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

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

District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions. When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

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

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

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

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

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

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

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

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

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

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

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

Void Policy

The School District Supply of Undesignated Limited Over-the-Counter Medication section of this Handbook and Board Policy 7.270 is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a standing order for undesignated limited over-the-counter medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's standing order for undesignated limited over-the-counter medication.

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

This School District Supply of Undesignated Epinephrine Injectors section of this Handbook and Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1)

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obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

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

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

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

Administration of Undesignated Medication

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

Disclaimers

The protections from liability and hold harmless provisions applicable under State law apply.

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

Failure to Follow Medication Procedures

Using or possessing any prescription or non-prescription medication without following [Board Policy 7.270, Administering Medications to Students](#), and its implementing procedures including failing to have a completed and signed School Medication Authorization Form, will be considered gross disobedience and misconduct subject to disciplinary action under [Board Policy 7.190, Student Behavior](#), and may be reported to appropriate law enforcement agencies. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication.

Medical Procedures at School

If a student must have a medical procedure performed at school to protect their health and well-being, a "Request for Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian.

Reasonable accommodations will be made by Unit 5 schools to ensure a student receives a free and appropriate education in the least restrictive environment. To prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician,

dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until a completed and signed "Request for Authorized School Personnel to Perform a Medical Procedure" form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

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

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the nurse at your child's school at any time you have questions or concerns. This handbook is not intended to be all-inclusive. Students will be excluded from school for any health condition that, in the professional, clinical judgment of the Certified School Nurse, places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence-Based Practice and collaboration with healthcare professionals and organizations to make decisions best for the students and school community.

PROCEDURES:

Please note that the procedures for reporting to the nurse may vary between buildings and grade levels. Be sure to follow the specific guidelines set for your school and grade to ensure proper reporting and care. If you're unsure of the procedures, ask your teacher or school staff for clarification.

1. If you become ill or injured during the school day, report to the Nurse's Office.
2. Sign in and out of the Nurse's Office on the sign-in sheet on the nurse's desk.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. Except in the case of an emergency, no treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact the parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

Illness or Accidents at School

All accidents and illnesses that occur at school or at a school function should be reported to the office.

If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage. The District maintains catastrophic accident insurance coverage for eligible students who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the IHSA that result in medical expenses in excess of \$50,000.

The District also maintains a low-cost student accident policy that is available to all students for purchase. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state, regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All-Kids program can be found at:

<https://hfs.illinois.gov/medicalprograms/allkids.html>.

Emergency Contact Information

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

Disability Insurance

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

5.30 HS GUIDANCE & COUNSELING

Each secondary building has school counselors available to assist students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions. Counselors will assist students in several areas including the following:

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

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

5.30 K-8 GUIDANCE & COUNSELING

The District provides a guidance and counseling program for students. School counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions.

5.40 SAFETY DRILL PROCEDURES AND CONDUCT

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

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement lockdown drill to address a school shooting incident.

There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance, and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills may not be preceded by a warning to the students.

5.50 COMMUNICABLE DISEASE

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. See the IDPH [Communicable Disease School Nurse Guidance](#) and [IDPH School Health Listing of Communicable Diseases](#).

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

Common Reasons for Exclusion from School

Students may be excluded from school for health-related reasons, including but not limited to the following:

- A fever within the last 24 hours of 100° F or higher without the use of fever reducing medications such as ibuprofen (Motrin) or acetaminophen (Tylenol).
- Vomiting or diarrhea occurring within the last 24 hours.
- A persistent or disruptive cough or other symptoms of an acute respiratory infection.
- Any contagious illness such as strep throat that requires antibiotic treatment. Once a student has been fever free without use of fever-reducing medications and on antibiotics for at least 24 hours, they may return to school.
- Any undiagnosed skin rash. A student with a rash may return to school with a physician, physician assistant, or advanced practice registered nurse note stating the rash is not contagious.
- Significant lethargy or fatigue that interferes with participation in learning activities.
- Any other health condition which in the professional, clinical judgment of the Certified School Nurse, poses a health or safety risk to the student or others. In the absence of the Certified School Nurse, this determination may be made by the Building Principal or their designee.

5.60 HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health and Centers for Disease Control and Prevention regarding head lice. Head lice can be a nuisance but they have not been shown to spread disease. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.

1. Parents are encouraged to notify the school nurse if they suspect their child has head lice.
2. A student who displays signs or symptoms of a possible head lice infestation will be sent to the school nurse or building administrator for a head check.
3. The school nurse will notify the parent/guardian of the student if live lice and/or nits are found and provide information on treatment options. Students with head lice do not need to be sent home early

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from school; they can go home at the end of the day. Treatment is required before a student may return to school.

4. A student excluded because of head lice will be permitted to return to school after treatment if the school nurse or building administrator has determined the child to be free of an active infestation. A parent/guardian must accompany the student for the initial head check.
5. The nurse will complete a follow up head check 7-10 days after treatment.

5.65 BED BUGS

The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease. [Administrative Procedure 7.250-AP1, Bed Bug Protocol](#), will be followed to provide a healthy, pest-free environment.

5.70 TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a School Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the School Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if, for some reason, there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue to ensure a safe and caring learning environment for all.

Safe2Help Illinois

Safe2Help Illinois offers students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence or other threats to school safety. This program is not intended to suspend, expel, or punish students. Rather, the goal is to get students to "Seek Help Before Harm."

Call: 844-4-SAFEIL | Text: SAFE2 (72332) | Email: HELP@Safe2HelpIL.com

Additionally, resources are available by calling the National Suicide Prevention Lifeline by dialing 988 or through the Crisis Text Line by Texting HOME to 741741 to connect with a Crisis Counselor.

Building Security

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

No students should be in the building during non-school hours without direct supervision from a staff member and/or coach/sponsor. Students should not be using school equipment or accessing any spaces (indoor and outdoor school property) and such access may result in school discipline and/or law enforcement involvement.

Reunification Sites

In the event an evacuation and relocation from school is necessary, Eastview Christian Church will likely be designated as the reunification sites for all Unit 5 schools.

5.80 STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan. An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person

Please contact your school counselor.

Title IX Coordinator, Nondiscrimination Coordinator, and Complaint Manager

M. Curt Richardson
1809 West Hovey Ave.
Normal, IL 61761
richardmc@unit5.org
(309) 557-4082

Complaint Managers:

Dr. Kristal Shelvin
1809 West Hovey Ave.
Normal, IL 61761
shelvik@unit5.org
(309) 557-4035

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Dr. Brandon Caffey
1809 West Hovey Ave.
Normal, IL 61761
caffeyb@unit5.org
(309) 557-4027

Heather Rogers
1809 West Hovey Ave.
Normal, IL 61761
rogersh@unit5.org
(309) 557-4026

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager

CHAPTER 6: DISCIPLINE AND CONDUCT

6.10 GENERAL BUILDING CONDUCT

Each Unit 5 school aims to create a positive environment that supports students' social and academic growth. Schools focus on explicitly teaching and encouraging expected behaviors through social-emotional learning and programs that promote positive conduct. Social emotional learning helps students develop essential life skills such as emotional regulation, empathy, responsible decision-making, and effective problem-solving. These skills support student development and help decrease the likelihood of behavioral challenges. School staff, like principals, teachers, and counselors are responsible for addressing behavior issues using clear, proactive strategies.

These plans should be shared with students and families to work together on solutions. Schools, families, and the community share the job of promoting good behavior. Whenever possible, the district will focus on positive discipline approaches instead of punishment. Students are expected to follow district rules and will receive fair consequences when necessary. Each situation will be carefully reviewed to determine the most appropriate response, which may include disciplinary action, supportive interventions, restorative practices, or a combination of these approaches. Discipline will always be applied fairly and with each student's situation in mind.

A student, except for students enrolled in our early childhood/preschool programs, may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear with a hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

As stated in Public Act 100-0105, public and private early childhood/preschool programs are prohibited from expelling young children (ages 0-5) from their program because of the child's behavior. The goal of Public Act 100-105 is to ensure that early childhood programs engage in best practices in their disciplinary actions by prohibiting the use of expulsions due to child behavior. Planned transitions, after documented attempts to address the child's needs, are not considered expulsions. The bill also puts in place a system to track transitions, providing data to better understand the issue and identify the need for additional resources.

6.20 SCHOOL DRESS CODE & STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locs, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats and sunglasses may not be worn in the building during the school day.

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- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule are up to the administration's discretion.
- Hair styles, dress, and accessories (scarves/headbands) that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Metal studs, chains longer than jewelry, and any other objects that may be used as weapons or that may be hazardous to persons or property are specifically prohibited.
- Clothing that fails to adequately cover the body, or that is torn or altered in an explicit or suggestive manner, will not be permitted. Shirts, blouses, and tops that are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting position. Pants or shorts must be worn at the waist.
- Appropriate footwear must always be worn. Slippers, onesies, and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

If students have any questions regarding the acceptability of a particular item of clothing, check with the building administration before wearing the item to school. First-time offenders will be required to correct the violation before returning to class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or In-School Suspension. Persistent violations will be handled as willful insubordination, and a disciplinary consequence may be assigned.

6.30 STUDENT BEHAVIOR

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription medication when not prescribed for the student by a physician or licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions, or without following the procedures for student

medication outlined below and in [Board Policy 7.270, Administering Medicines to Students](#), including without limitation failing to have a completed and signed “School Medication Authorization Form” on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley’s Law* and Board Policy 2.270. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.

- e. Any non-prescription medication without following [Board Policy 7.270, Administering Medicines to Students](#), and its implementing procedures.
- f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
- g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including, without limitation, pure caffeine in tablet or powdered form.
- h. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- i. Drug paraphernalia, including vapes or devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a knife, a “weapon”, as that term is defined in the *Weapons* section of Board [Policy 7.190, Student Behavior](#), or a look-alike weapon, or violating the *Weapons* section of Board Policy 7.190.
- 5. Using or possessing an electronic mobile device including but not limited to a cellular phone or watch, video or audio recording device, personal digital assistant (PDA), digital or mp3 player, laptop, netbook, iPad, tablet, smart watch, smart or AI glasses (e.g. Meta or XReal One Pro), or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others,

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including using the devices to take photographs or video in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules.

Students are allowed to possess and use electronic mobile devices, provided they do not cause a disruption, and are not used or heard during instructional time unless:

- a. The supervising teacher grants permission for educational purposes;
 - b. Use of the device is provided in a student's 504 plan or individualized education program (IEP); or
 - c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
10. 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.
11. Engaging in any sexual activity, including, without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Teen dating violence, as described in [Board Policy 7.185, Teen Dating Violence Prohibited](#).
13. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property, or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911), signaling or setting off alarms or signals indicating the presence of an emergency, or

indicating the presence of a bomb or explosive device on school grounds, a school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and Board Policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public-school fraternity, sorority, or secret society, by:
 - (a) being a member.
 - (b) promising to join.
 - (c) pledging to become a member; or
 - (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied with the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of their duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions, supports, and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose a disciplinary consequence.

A student will not be disciplined or punished because a parent or guardian decides not to give their child medication or does not agree to medication being prescribed. Decisions about psychotropic or psychostimulant medications are a family and medical decision and will not be used by the school as a reason for discipline.

The goals and objectives of this policy are to provide effective discipline practices that:

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- (1) Ensure the safety and dignity of students and staff.
- (2) Maintain a positive, weapons-free, and drug-free learning environment.
- (3) Keep school property and the property of others secure.
- (4) Address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- (5) Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. This Student Handbook shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Aiding / Abetting

Any student found to be either directly or indirectly involved in aiding, abetting, or assisting other student(s) found to be in violation of the student conduct code will be subject to disciplinary consequences ranging from verbal warning to expulsion.

Language and Gestures

Students are always responsible for their language and gestures. Profane or obscene language is always unacceptable. Students responsible for improper language and gestures directed toward any teacher, staff member, or student are to be reported to the appropriate Assistant Principal immediately for appropriate disciplinary action. Students will be subject to disciplinary consequences for using obscene or otherwise offensive language or gestures toward a staff member. Disciplinary consequences will also be assigned for incidents not directed toward a staff member.

Hall Pass

Junior High and High School students are required to have an appropriate Hall Pass when not in their assigned classroom. Students who are in unauthorized possession of one or more passes will be subject to school disciplinary action for theft and/or possession of stolen property. Any student who forges or is involved in forging a pass will be subject to school disciplinary consequences.

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. Lunch detention.
8. Before-school and after-school detentions provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the referring teacher, the Building Principal, or designee.
9. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this handbook or school disciplinary rules.
11. Suspension of bus riding privileges in accordance with [Board Policy 7.220, Bus Conduct](#).
12. Out-of-school suspension from school and all school activities in accordance with [Board Policy 7.200, Suspension Procedures](#). A student who has suspended is prohibited from being on school grounds and at school activities during the period of suspension.
13. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with [Board Policy 7.210, Expulsion Procedures](#). A student who has been expelled is prohibited from being on school grounds and at school activities during the period of expulsion.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and/or expulsion will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Corporal punishment is prohibited. Corporal punishment is a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halting the offense, preventing its recurrence, or setting an example for others.

Public Act 100-105 took effect on January 1, 2018, with the goal of promoting best practices in early childhood discipline by prohibiting suspensions and expulsions due to child behavior. Instead, planned

transitions—implemented only after documented efforts to address a child’s needs—are not considered expulsions. Furthermore, significant racial and gender disparities persist, with young boys of color disproportionately subjected to suspensions and expulsions. These troubling patterns require urgent action from the early childhood and education sectors to prevent, drastically reduce, and ultimately eliminate exclusionary discipline, ensuring that all young children experience safe and supportive early learning environments.

In-School Suspension

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

Out-of-School Suspension

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

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

Expulsion from School

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

- ***No early childhood student may be expelled. Planned transitions to settings that are able to better meet a child’s needs are not considered an expulsion.***

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall not be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 IL Admin. Code 1.280, 1.285), and the District’s procedure(s).

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. Ammunition.

3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, Billy Club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
4. A look-alike firearm, or
5. Any other object, if used or attempted to be used to cause bodily harm.

The expulsion requirement may be modified by the Superintendent or designee, and the Superintendent or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

Gang And Gang Activity

For purposes of this handbook, a gang is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. A student shall not engage in gang-related activity on or about school property, at any school-sponsored activity, or at any time when the student's conduct is reasonably related to school or school activities. Prohibited conduct includes, but is not limited to:

- (1) Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, symbols, paraphernalia, or other items that reasonably may be regarded as gang-related
- (2) Engaging in any act, omission, verbal or nonverbal communication, gesture, sign, or handshake that reasonably demonstrates gang membership or affiliation.
- (3) Using speech or engaging in conduct in furtherance of the interests of any gang or gang activity, including soliciting or recruiting others for gang membership.
- (4) Requesting or demanding protection, money, or other items of value, or intimidating, harassing, or threatening any person in connection with gang activity.
- (5) Committing any illegal act or violation of Board policy in furtherance of gang activity; or
- (6) Inciting, encouraging, or assisting others to engage in acts of physical violence against any person.

Reengagement of Returning Students

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

Transition to Another Program [EARLY CHILDHOOD]

When persistent and serious challenging behaviors emerge, the early childhood program shall document steps taken to ensure that the child can participate safely in the program; including observations of initial and

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ongoing challenging behaviors, strategies for remediation and intervention plans to address the behaviors, and communication with the parent or legal guardian, including participation of the parent or legal guardian in planning and decision-making.

The early childhood program shall, with parental or legal guardian consent as required, utilize a range of community resources, if available and deemed necessary, including, but not limited to, developmental screenings, referrals under the Individuals with Disabilities Education Act, and consultation with infant and early childhood mental health consultants and the child's health care provider. The program shall document attempts to engage these resources, including parent or legal guardian participation and consent attempted and obtained. Communication with the parent or legal guardian shall take place in a culturally and linguistically competent manner.

If there is documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted and the program determines in its professional judgment that transitioning a child to another program is necessary for the well-being of the child or their peers and staff, with parent or legal guardian permission, both the current and pending programs shall create a transition plan designed to ensure continuity of services and the comprehensive development of the child. Communication with parents/guardians shall occur in a culturally and linguistically competent manner.

Obstruction of an Investigation

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety will be subject to a disciplinary consequence.

Delegation of Authority

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

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

Student Handbook Updates

The Superintendent or designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District's student disciplinary philosophy, disciplinary policies, and rules, shall be posted on the district and school websites after July 1st.

6.40 PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the education 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 non-school-related activity, function, or program.

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

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.

Bullying may take various forms, including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) 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. (2) 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 and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the 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 building principal, nondiscrimination coordinator, District Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Manager:

M. Curt Richardson
1809 W. Hovey Ave, Normal IL 61761
Email: richardmc@unit5.org
Telephone: (309) 557-4082

Complaint Managers:

Dr. Kristal Shelvin
1809 W. Hovey Ave, Normal IL 61761
Email: shelvik@unit5.org
Telephone: (309) 557-4035

Dr. Brandon Caffey
1809 West Hovey Ave.
Normal, IL 61761
Email: caffeyb@unit5.org
Telephone: (309) 557-4027

Heather Rogers
1809 W. Hovey Ave, Normal IL 61761
Email: rogersh@unit5.org
Telephone: (309) 557-4041

4. Consistent with federal and State laws and rules governing student privacy rights, the parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received, and taking into consideration additional relevant information received during 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 Building 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 Building Principal or school administrator or their designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported 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 Superintendent or 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**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
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 either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

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9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. Pursuant to State law and Board Policy 2.240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the *Board policies*, including, without limitation, the following:
 - a. 2.260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2.265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sex discrimination in violation of Title IX of the Education Amendments of 1972.
 - c. 2.270, *Discrimination and Harassment based on Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment based on race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6.60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6.65, *Student Social and Emotional Development*. Student social and emotional development is incorporated in the District's educational program as required by State law.

- f. 6.235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7.20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
 - h. 7.185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7.190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7.310, *Restrictions on Publications; Elementary and Junior High Schools*. This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee will report all individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying, to the parents or legal guardians of those involved under the guidelines provided in paragraph (4) of this definition.

6.42 DISCRIMINATION ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment based on race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate based on actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination based on race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment based on race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially offensive symbols; racially motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint: Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under [Board Policy 2.260, Uniform Grievance Procedure](#).

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Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Department of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment and retaliation. The program includes procedures for responding to complaints, which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation.
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules.
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action.
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis.
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation, the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences because of a report of, investigation of, or a response to the incident.

Enforcement

Any District **employee** who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District **student** who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board Policy 7.190, Student Behavior.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board Policy 2.260, Uniform Grievance Procedure).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment, as defined in Title IX (Title IX Sexual Harassment), is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct based on an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's [Title IX Sexual Harassment Grievance Procedure](#) is located on the District website. The District's Title IX Coordinator is:

Title IX Coordinator, Nondiscrimination Coordinator, and Complaint Manager:

M. Curt Richardson

1809 W. Hovey Ave, Normal IL 61761

Email: richardmc@unit5.org

Telephone: (309) 557-4082

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

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

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 HS CAFETERIA RULES [HS-CLOSED LUNCH]

Students may not leave campus during lunch, except with permission granted by the administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules:

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle, or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings or are otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

Deliveries

Outside deliveries for students are not allowed. Office personnel will not accept or be responsible for deliveries of outside items such as food, gifts, flowers, balloons, etc., to students.

6.50 K-8 CAFETERIA RULES [K-8]

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

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

Deliveries

Outside deliveries for students are not allowed. Office personnel will not accept or be responsible for deliveries of outside items such as food, gifts, flowers, balloons, etc., to students.

6.60 FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school

rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office.

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

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

6.70 ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

6.80 STUDENT USE OF ELECTRONIC DEVICES

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

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

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

CHAPTER 7: INTERNET, TECHNOLOGY, & PUBLICATIONS

7.10 ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

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

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure.
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location.
3. District-owned and District-issued computers, Chromebooks, tablets, phones, or similar devices.

Acceptable Use

Access to the District's electronic networks must be: (a) for educational or research purposes, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or building administrator will make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final.

Unacceptable Use

The user is responsible for their actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- Using the electronic networks for any illegal activity, including violating copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law.
- Using the electronic networks to engage in conduct prohibited by Board Policy.
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware.
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Downloading of copyrighted material for purposes other than personal use.
- Using the electronic networks for private financial or commercial gain.
- Wastefully using resources, such as file space.
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means.
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video.
- Using another user's account or password.
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator.
- Posting or sending material authored or created by another without their consent.
- Posting or sending anonymous messages.

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- Creating or forwarding chain letters, spam, or other unsolicited messages.
- Using the electronic networks for commercial or private advertising.
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material.
- Misrepresenting the user's identity or the identity of others; and
- Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette

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

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including students' or colleagues' addresses or telephone numbers.
- Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- Do not use the networks in any way that would disrupt their use by other users.
- Consider all communications and information accessible via the electronic networks to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or a building administrator. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the network as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism

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

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law and District Policy prohibit re-publishing text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and the student.

Use of Email

The District's email system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an educational tool.

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

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety requires users to avoid unacceptable uses, such as those detailed in this procedure. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

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Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

Receipt and Acknowledgement of [Administrative Procedure 6.235-AP1, Student Acceptable Use of Electronic Networks](#), is required before access to Electronic Networks is granted. Parents/guardians must acknowledge receipt and understanding of *Administrative Procedure 6.235-AP1, Student Acceptable Use of Electronic Networks*, and the District's 1:1 Laptop Agreement during the online registration process.

Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of how this website collects information, the uses to which that information will be put, and how we will protect any information you choose to provide us. There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

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

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site does not attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If cookies are not desired, they can be turned off in the browser settings, or the browser can be configured to prompt before accepting new cookies. Please note that some website features may not function correctly if cookies are disabled. Unless otherwise stated on the site, cookies are used solely for the purposes described, and no additional data is stored in them. Cookies remain on the user's computer; they are neither stored on the website's servers nor shared with external parties. Cookies are not used to track activity across different websites and are not exchanged with other organizations.

Information Voluntarily Provided by You

While using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

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

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

Web Links to Non-District Websites

District websites provide links to other Internet sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. External sites are not bound by this *Online Privacy Statement*; they may have their own policies or none. Often, you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well. Please email your questions or concerns to the System Administrator.

7.10 E1 STUDENT AUTHORIZATION FOR ACCESS TO THE DISTRICT'S ELECTRONIC NETWORKS

Letter to Parents & Guardians: Student Acceptable Use for Electronic Networks

McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Office of the Superintendent

Phone: 309.557.4400 | Fax: 309.557.4501 | E-mail: district@unit5.org

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this Authorization for Access to the District's Electronic Networks once while the student is enrolled in the School District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

Authorization for Access to the District's Electronic Networks Form:

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this Authorization form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the Acceptable Use of the District's Electronic Networks with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____

Date: _____

Student Authorization of Acceptable Use of Electronic Network

Exhibit

Students must also read and agree to the following before being granted unsupervised access:

User Signature of Agreement:

I understand and will abide by the above *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

User Name (Please Print): _____

User Signature: _____

Date: _____

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High School 1:1 Laptop Program Agreement

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

1. Students will bring their Chromebooks to school each school day with the batteries fully charged
2. Students will keep their Chromebooks in a secure location when not using them.
3. Use of a protective Chromebook bag or case is recommended. Cases must fit an 11.6-inch or larger Chromebook computer.
4. Students will keep their Chromebooks clean. Stickers or other items are not to be attached to the Chromebook.
5. Students should back up any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a Chromebook to a classroom teacher, administrator, or school office personnel.
7. Students are to use their Chromebooks during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the Chromebook and all school software.
9. Unit 5 staff may, at any time, review, modify, or remove any data that is found on the Chromebook.
10. Passwords issued to students are to be kept private and not disclosed to anyone other than a parent/guardian.
11. Parents will be responsible for monitoring student use of the Chromebook outside of the school day.

Student Name (print)

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

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

7.20 GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

Non-School-Sponsored Publications Accessed or Distributed on Campus

A student or group of students seeking to distribute more than ten (10) paper copies of the same material, or to post or distribute approved materials electronically (e.g., online postings, social media postings, flyers, posters), on one or more days, must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school endorsed.
4. Distribution must be done in an orderly and peaceful manner and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous, or obscene, invades the privacy of others, or infringes on a copyright.
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook.
 - d. It is reasonably viewed as promoting illegal drug use.
 - e. It is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, if the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board Policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

7.25 GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, AND WEBSITES [HS]

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies, and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or another relevant group.
2. Produce media based upon professional standards of accuracy, objectivity, and fairness.
3. Review material to improve sentence structure, grammar, spelling, and punctuation.
4. Check and verify all facts and the accuracy of all quotations.
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene.
2. Constitutes an unwanted invasion of privacy.
3. Violates Federal or State law, including the Constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District, or an expression of Board Policy.

7.30 ACCESS TO NON-SCHOOL-SPONSORED PUBLICATIONS

Non-School-Sponsored Publications Accessed or Distributed on Campus

Creating, distributing, and/or accessing non-school-sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous, or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board Policy and the Student Handbook;
4. It is reasonably viewed as promoting illegal drug use;
5. It is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, if the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) writing, creating, or publishing such material, intending for it to be accessed or distributed at school.

Non-School-Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations; or (2) interferes with the rights of other students or staff members.

7.40 ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, and student ID number
- Demographic information
- Enrollment information

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

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

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

7.50 USE OF ARTIFICIAL INTELLIGENCE

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without prior permission from a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image, video, audio, or voice generation technology, to violate school rules, district policies, or the rights of others. This includes, but is not limited to, the creation, possession, sharing, or distribution of AI-generated content that is inappropriate, harmful, or disruptive to the school environment, using AI devices to take photographs or video in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules.

Prohibited uses specifically include generating or disseminating pornographic, sexually explicit, or otherwise inappropriate images, videos, or audio, whether real or fabricated, particularly when such content depicts or

references students, staff, or members of the school community. The use of AI to alter, manipulate, or fabricate images or recordings of individuals in a sexualized, misleading, or harassing manner is strictly prohibited. AI generated pornography of students may be considered child pornography and subject to criminal prosecution by law enforcement.

Any misuse of AI that results in harassment, bullying, defamation, invasion of privacy, or disruption to the educational environment will be subject to disciplinary action in accordance with the student code of conduct and applicable laws.

To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8: SEARCH AND SEIZURE

8.10 SEARCH AND SEIZURE

To maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” include school resource 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 their personal effects left there.

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

Student Searches

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a school administrator or adult witness.
- By an employee holding a professional educator license or a school resource officer whose gender aligns with that of the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search and given to the Director of Safety and Security. The student’s parents/guardians shall be notified of the search as soon as possible.

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

Seizure of Property

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

Questioning of a Student Suspected of Committing Criminal Activity

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

CHAPTER 9: EXTRACURRICULAR AND ATHLETIC ACTIVITIES

The District considers its student members of the Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) sanctioned teams and extracurricular activities to be representatives of the school. Participation in extracurricular activities, including but not limited to clubs and interscholastic teams, is a privilege. Because these students represent our school, the standard of student conduct is necessarily high and without exception.

Extracurricular activities include all school-sponsored clubs, organizations, activities, and athletics programs conducted outside the regular instructional day. Interscholastic athletic activities are governed by the rules and regulations of IHSA or IESA, as applicable.

It is the policy of the District that any student engaging in gross disobedience or misconduct — including, but not limited to, the possession or use of alcoholic beverages, drugs, vapes, or look-alike substances; or engaging in illegal or inappropriate behavior that reflects poorly on the District and its educational philosophy and objectives — will be subject to appropriate disciplinary sanctions. These may include, but are not limited to, suspension from the team or club in which the student is currently participating. The disciplinary sanctions and/or suspension will be announced at a conference attended by the principal or designee, team coach or club sponsor, Assistant Principal or designee, student, parent/guardian, student's counselor, and the Athletic Director as appropriate.

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

School Clubs and Organizations

Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet before or after school. Information related to membership and participation requirements will be provided through school announcements and posted within the school and/or on approved online platforms.

Requirements for Participation in Interscholastic Athletics

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or a physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's [Preparticipation Physical Examination Form](#).
2. A permission slip for the specific athletic activity in which the student intends to participate, signed by the student's parent/guardian as part of the SNAP online registration process.
3. Proof that the student is covered by medical insurance. The student must have purchased the student accident insurance or have on file in the Athletic Director's office a form that verifies adequate coverage by a family or group policy. It is understood that the District does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore, the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).

4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed documentation showing the athlete and their parents received this Extracurricular and Athletic Activities Code of Conduct and understand and agree to abide by its terms and conditions.
6. Signed documentation agreeing to comply with the District's policies and procedures on student athletic concussions and head injuries.

IESA / IHSA

Eligibility for most junior high athletes is also governed by the rules of the Illinois Elementary School Association IESA. Eligibility for most high school athletics is governed by the Illinois High School Association (IHSA). If applicable, these rules will apply in addition to Unit 5's Athletic Code of Conduct. In the case of a conflict between IESA, IHSA, and this Athletic Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Eligibility will be determined for all students who are involved in extracurricular and athletic activities. To be eligible to participate in extracurricular and athletic activities, a student must be doing passing work in at least five (5) classes (25 class hours) per week. Any student failing to meet academic requirements will be suspended from the sport or activity for seven (7) calendar days or until all academic requirements are met, whichever is longer.

If a student-athlete is academically ineligible for four (4) consecutive weeks during their season or academically ineligible for six (6) weeks throughout the season, the head coach and athletic director may remove the student-athlete from the team.

Any student who does not pass at least five (5) classes during a semester will be ineligible to participate in extracurricular and athletic activities the following semester.

Procedure for Ineligible Student

Students declared academically ineligible will not participate in athletic contests. They may be required to practice, required to study at school during practice time, or not allowed to remain at school during practice time. Ineligible students may not dress in uniform for athletic contests; however, they may sit on the bench. An administrator may also require an ineligible student to stay in school when an away game requires an early release from school.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

Athletes must be in attendance for the last half of the school day (last 4 periods) to be eligible to participate in any extracurricular or athletic activity on that day, unless the student is absent due to an excused absence, including a mental health day. If a pattern of absence is observed, the student may be withheld from after-school activities at the discretion of the school administration. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

Athletic Travel

Students must utilize school transportation to and from all extracurricular athletic activities for which transportation is provided, unless permission is given by the coach or activities sponsor to ride home with a parent/guardian or an individual authorized in advance by a parent/guardian to provide transportation. Parents/guardians may designate with the athletic director adult individuals who are authorized to provide transportation home from athletic activities. Transportation may not be provided in some instances. These instances could include, but are not limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases, it will be the responsibility of the parent to arrange safe transportation.

9.10 EXTRACURRICULAR AND ATHLETIC ACTIVITIES CODE OF CONDUCT

This Code of Conduct applies to all extracurricular and athletic activities and is always in effect, including during the school year, weekends, vacations, and holidays. The Code applies to conduct occurring on or off school grounds, whether the conduct occurs at school, at a school-sponsored activity, or in any other location.

Applicability of this Code begins with a student's first tryout or practice in any interscholastic athletic activity and continues through the completion of the student's athletic eligibility in all sports. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline, including policies and procedures on student behavior.
2. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
4. Ingest, use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form, or any drug, controlled substance, marijuana, THC, cannabis product, or drug paraphernalia, whether natural, synthetic, legal, or illegal, including but not limited to vaping devices, edibles, concentrates, or similar products.
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance-enhancing drugs or chemicals) or paraphernalia.
6. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet.
7. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
8. Act in an unsportsmanlike manner.
9. Violate any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving.

10. Violate the written rules for the extracurricular or athletic activity as provided by the sponsor or head coach.
11. Behave in a manner that disrupts or adversely affects the group or school.
12. Be insubordinate or disrespectful toward the activity's sponsors or the team's coaching staff; or
13. Haze or bully other students.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of their willingness to participate. Bullying includes cyber-bullying (bullying using technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health.
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

DUE PROCESS PROCEDURES

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges.
4. The student may provide any additional information they wish for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, sanctions will be imposed on the student as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period or percentage of performances, activities, or competitions.
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance-enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

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First violation

A violation will be considered a first violation if 365 days have passed since the student's previous violation.

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one-fifth ($\frac{1}{5}$) of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attend a party, gathering, or other event, or ride in a vehicle, where alcoholic beverages and/or controlled substances are being consumed or possessed by minors, when the student's presence or involvement is substantiated by credible evidence, including but not limited to law-enforcement reports, citations, police narratives, or other reliable documentation (e.g., admissions, photos, videos, witness statements): A suspension of one-sixth ($\frac{1}{6}$) of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school), and finish the season in good standing.

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of two-fifths ($\frac{2}{5}$) of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program (Certified Alcohol and Drug Counselor) and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one-third ($\frac{1}{3}$) of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for 365 days. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension from all remaining performances, activities, or competitions for the remainder of the season.
7. The appropriate administrator will make a written report of their decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Coaches may develop additional rules for their respective sports, including conduct expectations. All rules must be approved by the athletic office prior to being shared with student-athletes or parents. Once approved, they will be communicated both verbally and in writing and kept on file in the Athletic Director's office.

The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.

The student-athlete agrees to comply with all rules and regulations established by the Illinois High School Association and the Student Handbook.

A season begins on the first day of practice and continues through the team's final competition. To be eligible for an award, a student-athlete must complete the entire season in good standing, including fulfilling any consequences for athletic code violations, if applicable.

Modification of Athletic or Team Uniform

Students may request to modify their athletic or team uniform to align with their religious beliefs, cultural values, or personal modesty preferences. All modifications must be approved in advance by the athletic office.

9.20 ATTENDANCE AT SCHOOL SPONSORED DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as at least freshmen in high school and under the age of 21. Students and guests must present their student ID or photo ID to be admitted to dances.

For Homecoming and Prom dances at the high schools, students may invite ONE guest and must complete the "Guest Permission Form" and have it approved by one of the Assistant Principals in advance. Only pre-registered guests with photo ID will be admitted to these dances. This may apply at other dances as determined by building administration.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Good Night Rule

Once a student leaves a school activity (dances, sporting events, etc.) they will not be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for loitering or trespassing.

9.30 STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act, [Board Policy 7.305, *Student Concussions and Head Injuries*](#), all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, [Administrative Procedure 7.305-AP2, *Concussion Care Protocol - Return-to-Learn and Return-to-Play*](#).

CHAPTER 10: SPECIAL EDUCATION

10.10 EDUCATION OF CHILDREN WITH DISABILITIES

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

The school provides a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. The school intends to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact: Director of Special Education: (309)557-4400

10.20 DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”) and the Illinois State Board of Education’s rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child’s particular act of gross disobedience or misconduct is a manifestation of their disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of their disability may be expelled pursuant to the expulsion procedures.

Isolated Time Out, Time Out, and Physical Restraint

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

10.30 EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

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

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

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

10.40 CERTIFICATE OF HIGH SCHOOL

A student with a disability who has an Individualized Education Program providing for special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of their high school graduation class.

10.50 REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL ED EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings as provided in [Administrative Procedure 6.210-AP2, Access to Classrooms and Personnel](#). This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

10.60 RELATED SERVICE LOGS

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

10.70 PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES)

Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact the following District employee for assistance: Director of Special Education: (309)557-4400

CHAPTER 11: STUDENT RECORDS & PRIVACY

11.10 STUDENT PRIVACY PROTECTIONS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to the disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercises this option.

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may 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.

Unless otherwise prohibited by law, The above paragraph does not apply: (1) if the student's parent/guardian 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 A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

11.20 STUDENT RECORDS

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives an access request.** The degree of access a student has to their records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access to and rights to copy both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) they wish to inspect. Within 10 business days, the building principal

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will make access arrangements and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement

that allows for sharing of student records and information with the other district,² any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
 1. Name
 2. Grade level
 3. Birth date
 4. Parent/guardian names and electronic mail addresses
 5. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 6. Academic awards, degrees, and honors
 7. Information in relation to school-sponsored activities, organizations, and athletics
 8. Major field of study
 9. Period of attendance in school

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

7. **The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions

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

9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

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

11.30 STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characteristics, such as a fingerprint, voice recognition, or retinal scan.

11.40 MILITARY RECRUITERS & INSTITUTIONS OF HIGHER LEARNING [HS]

Periodically, military recruiters and institutions of higher learning, including in conjunction with the Illinois Student Assistance Commission (ISAC), will be given access to some of the following information: the names, addresses, telephone numbers, email addresses, and dates of birth of secondary students. This information is used for recruiting purposes and/or to inform students of educational and career opportunities. Parents/guardians who do not wish to have their child's information to be released (or students age 18 and older who do not want their information released) must complete the appropriate opt-out section during Online Registration.

CHAPTER 12: PARENTAL RIGHTS & NOTIFICATIONS

12.10 TEACHER QUALIFICATIONS

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

12.20 STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 6–8 will participate in the Illinois Assessment of Readiness (IAR) assessment during the March/April testing window. In addition, high school students will participate in state-required assessments, including the ACT and the SECURE9 and SECURE10 assessments, which serve as college and career readiness pre-assessments aligned to the ACT.

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

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

12.30 HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

12.40 FAMILY LIFE & SEX EDUCATION CLASSES

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).
- AIDS, including in grades 6 through 12, its prevention, transmission and spread.
- Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards.
- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.
- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.
- How to use an AED.

Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

If you do not want your child to participate in these classes or courses, please complete the [Curriculum, Instructional Materials, or Programs Objection Form](#).

12.60 ENGLISH LEARNERS

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Language Learners program, contact the Director of Multilingual Services at the District office (309) 557-4039.

12.70 SCHOOL VISITATION RIGHTS

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

12.80 PESTICIDE APPLICATION NOTICE

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

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

12.90 MANDATED REPORTERS

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

12.100 UNSAFE SCHOOL CHOICE OPTION

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

12.105 STUDENT PRIVACY

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

12.110 SEX OFFENDER NOTIFICATION LAW

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above - they are responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to always remain under the direct supervision of a school official in the presence or vicinity of children. A violation of this law is a Class 4 felony. Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry. <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders <https://isp.illinois.gov/Sor/FAQs>

12.120 SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

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

- Illinois Sex Offender Registry on the Illinois State Police's website, <https://isp.illinois.gov/Sor>
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website, <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

12.130 PARENT NOTICES REQUIRED BY EVERY STUDENT SUCCEEDS ACT

I. Teacher Qualifications

A parent/guardian may request, and the District will provide promptly, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

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

II. Testing Transparency

The State and District require students to take certain standardized tests. For additional information, see handbook procedure 12:20. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website.

IV. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105

VI. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12.60.

VII. Homeless Students

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For information on supports and services available to homeless students, see handbook procedure 12:30. For further information on any of the above matters, please contact the building principal.

12.140 ASBESTOS MANAGEMENT PLANS

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

CHAPTER 13: ACADEMIC INFORMATION – [HS]

13.10 GENERAL REGULATIONS

- All students are required to be enrolled in a minimum of six courses. An exception will be made for 5th-year seniors.
- A student is required to take a minimum of 6 credit-bearing courses and may choose to take a 7th course for credit.
- Students who enroll in a Zero-hour class are expected to leave after the 7th hour and will provide their own transportation.
- Middle School Modern language and math courses (Algebra I and higher) will be documented on transcripts and will meet prerequisites. Middle school courses do not earn high school credit and will not be counted towards GPA or NCAA admissions requirements.
- The following breakdown will be used to determine a student's grade to start the school year:
 - Sophomore – 2nd year of high school, and a minimum of 5 credits required
 - Junior – 3rd year of high school, and a minimum of 11 credits required
 - Senior – 4th year of high school, and a minimum of 17 credits required
- The following breakdown will be used to determine a student's grade after the first semester. Students may request a status change for the second semester:
 - Sophomore – 2nd year of high school, and a minimum of 8 credits required
 - Junior – 3rd year of high school, and a minimum of 13 credits required
 - Senior – 4th year of high school and is anticipated to meet graduation requirements by July 31.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- File a waiver indicating that the parent or guardian, or if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and their parent or guardian any support or assistance necessary to comply with this requirement.

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, their parent or guardian in filing an application or a waiver.

13.20 WEIGHTED GRADE SYSTEM

Unit District No. 5 utilizes a weighted grade system for determining grade point average. To indicate the weight of a class, the following symbols are placed behind the course title.

Standard Level		A= 4	B= 3	C= 2	D= 1	F=0
Honors Level	H	A= 5	B= 4	C= 3	D= 2	F=0
Advanced Placement	AP	A= 5	B= 4	C= 3	D= 2	F=0
Dual Credit Level	DC	A= 5	B= 4	C= 3	D= 2	F=0
Dual Credit Career Technical Education	CTE	A= 5	B= 4	C= 3	D= 2	F=0

13.30 COURSE SELECTION

All students, eighth grade through eleventh, are expected to select courses during the second semester for classes offered the following year.

The decision to take a course is an important one. Students should carefully consider their educational and career goals and develop a program of study to work toward those goals. Counselors will help students plan their programs. Parents are encouraged to be involved with their students during the course selection process. Students should choose elective courses that will meet the requirements for admission to the college, training, programs, or vocation for which they wish to qualify.

An email will be sent to all parents in mid-March to check course verification in Infinite Campus. Changes to course requests must be completed with consent from the school counselor by the end of the last school day prior to spring break.

Course request verification information will be sent electronically to parents/guardians each March. Changes to course requests must be completed by Spring Break. No changes will be allowed after that time except for the following reasons only:

1. Successful completion of credit recovery courses. Students must have prior written approval from a school counselor and associate principal before enrolling in a course.
2. Changes for Seniors that are necessary to meet graduation requirements.
3. Failure to meet the course prerequisite if requested by the student/parent.
4. Driver Education changes for students placed in the wrong semester because of age or course failures.
5. Missing a requirement for university admissions. Students will need to produce documentation from the university stating that a specific course is needed for admission.
6. Drop a yearlong class that has been failed 1st semester and add a 2nd semester class.
7. Students enrolled in a study hall may choose to enroll in a class in the first 5 days of a semester.
8. Parent/guardian notification regarding a change in a student's auto-enrollment level.

Changes for Second Semester

Once first semester has begun, students may request one schedule change for second semester under the following parameters:

1. Drop a class and move to a higher-weighted course.

2. Drop a yearlong class that has been failed and pick up a semester class (Office Approval/Interventions for success must be completed).
3. Students currently enrolled in study hall second semester may enroll in second-semester class.

Dropping a Course

Students enrolled in seven courses may drop an elective course within the first four full weeks of the semester. Students enrolled in seven courses may drop an elective course for a study hall within the first four weeks of the semester.

Level Changes

Students enrolled in a course where multiple levels of the course exist and who are receiving a D/F may request a level change **within the first four (4) weeks of the semester**. To request a change, students must complete a Level Change form that shows the interventions/resources utilized that were unsuccessful in the present course, before a level change will be approved by the school administration. For year-long courses, a level change request for the second semester must be submitted within the first week of 2nd semester.

Off-Campus Learning Courses

A student enrolled in an off campus learning course may receive high school credit for work completed, provided:

1. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
2. The student assumes all financial responsibility.

Off-campus learning courses may be taken during the school day for district-supported credit recovery. The Superintendent or designee shall determine which, if any, non-District courses or experiences will count toward a student's grade point average and eligibility for athletic and extracurricular activities.

Note – College-level courses that are taken while a student is enrolled in high school may not be recognized for college credit by some post-secondary institutions.

Dual Credit Course

A student who successfully completes a dual credit course may receive credit at both the college and high school levels.

Summer School

A student who has successfully completed eighth grade may receive high school credit for successfully completing any course provided:

1. The course is given by an accredited institution and approved in advance by the high school Building Principal or designee.
2. The student assumes all financial responsibility.

The summer school course grade will not count toward Unit 5 grade point average (GPA),

13.40 MODERN LANGUAGE COURSES

A student will receive high school credit by studying a modern language in an approved ethnic school program, provided such a program meets the minimum standards established by the State Board of Education. (An ethnic school is a part-time, private school that teaches the modern language, as well as the culture, geography, history, and other aspects of a particular ethnic group.)

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The amount of credit will be based on modern language proficiency achieved. The high school Building Principal or designee may require a student seeking modern language credit to successfully complete a modern language proficiency examination. The student assumes all financial responsibility.

13.50 BLENDED LEARNING COURSES

Unit 5 offers high school courses in a blended format. A blended course combines traditional instruction on required attendance days (face-to-face instruction within a classroom) with teaching and learning activities that happen virtually on flex days. Students in 1st hour blended courses may arrive on campus after 1st hour on their flex days, and students in 8th hour blended courses may leave campus after their 7th hour course. Students in 2nd – 7th hour blended courses can report to one of the common spaces designated for blended learning students or can scan out of the building on flex days. Students in blended learning courses are expected to maintain a minimum course grade of a 'C'. If a student's grade falls below a 'C', the student will be required to be in the classroom with the teacher on flex days.

Unit 5 offers blended courses that would be very similar to college courses in that a significant amount of the coursework is to be completed outside of class time. The purpose is to expose students to a flexible schedule to help them transition to college or the workplace. Organization, communication skills, and self-advocacy are also required of students in blended courses. Teachers are prepared to assist students in the development of these skills through the supports and scaffolds they will provide to students in blended classrooms. Teachers will indicate, before each week, the days on which students will report to the classroom (required attendance days) and the days on which students have the flexibility to work outside of the classroom (flex days). Courses offered as Blended Learning are noted with BL on the course code list and within the course description pages. Students interested in taking a blended class should select the designated course code during course selection. Some courses are only offered in a blended fashion. Students can attend class daily as the teacher is required to be in the classroom.

13.60 RE-ENTERING STUDENTS

Individuals younger than 21 years old may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in *Board Policy 7.50*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other non-formal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission on Accreditation of Service Experiences

The provisions in the section Credit for Non-District Experiences, above, apply to the receipt of credit for any Non-District course.

13.70 INCOMPLETE WORK

All incomplete work must be made up by the last day of each semester unless special arrangements have been made with the Assistant Principal and your teacher. It is the student's responsibility to contact the Assistant Principal. Work not made up will be considered a failure, and the semester grade will be computed accordingly.

13.80 SEMESTER EXAMINATIONS

1. Any students who are truant, or otherwise unexcused, from a semester exam will receive a zero (0) for the exam. Semester grades will be averaged accordingly.
2. Students unable to attend school for any reason will be required to complete semester exams. If a student is absent from an exam, arrangements must be made by the student to make up that exam. Exams should be taken by dates established for submission of semester grades.
3. Prearranged absences from semester exams will be granted only in extreme cases and only by the appropriate Associate Principal. Students with prearranged absences may take their semester exams early, but no more than one week prior to semester exams.
4. If a prearranged absence is not approved and a student still chooses to leave, the absence will be treated as a truancy.
5. All absences, excused or unexcused, must be approved by school administration.
6. Any special or unusual circumstances should be submitted to the school administration for consideration.
7. Students who have a study hall period may be excused with prior approval, provided a permission form is completed by the parent/guardian.

13.90 FINAL EXAM POLICY

Any student with an “A” average in a class on the last day of the semester will be exempt from the semester final exam in that class.

13.100 HONOR ROLL

The High School publishes a school-wide Honor Roll at the end of each semester. Students with a GPA of 3.6 or greater will qualify for the Honor Roll. Only courses in which a student is enrolled at NCHS / NCWHS will be considered. Weighted grades will be used in determining eligibility for Honor Roll.

13.110 SEAL OF BILITERACY

Unit 5 Schools will offer both the Seal and Commendation to graduates. Students will qualify by showing proficiency on the AP Language and Culture exam for Spanish, Chinese, French, German, Italian, and Japanese.

The portfolio option will be available for students who would like to qualify for the Seal or Commendation in Telugu, Tamil, or Arabic.

Students will need to ‘declare’ their intent to pursue the Seal of Biliteracy recognition to their counselor. Students will have to provide evidence of assessment scores to counselors (AP test or results of portfolio assessment). A Counselor or Counselors will verify that students met college readiness benchmarks for ACT as well as the benchmark score for the additional/second/home language.

Students will qualify through demonstrating proficiency on the AP Language and Culture exam for Spanish, Chinese, French, German, Italian, Japanese, as well as meeting the college readiness benchmarks for the ACT or, for students who are English Learners, by meeting the Illinois proficiency criteria on ACCESS 2.0. These criteria are set by the State of Illinois and are as follows: To qualify for the Seal of Biliteracy, students must score a 4 on the AP language exam. To earn the Commendation, students must score a 3 on the AP language exam in the target language. To demonstrate proficiency in English, students must achieve proficiency as set by ISBE on the ACT. English Learner students who are working toward the Seal may also use an overall ACCESS score of 4.8 achieved during high school. The district will recognize students who earn the Commendation or the Seal by affixing the Seal or Commendation to the student’s transcript and diploma.

13.120 NCAA APPROVED CORE COURSES

Currently, the NCAA for athletic eligibility at the college level accepts the specified core courses. The information is listed as found on the clearinghouse website. Potential Division I and Division II athletes need to carefully check the information as the requirements vary slightly for Division I and Division II. Generally, a student will need at least 16 core classes in the following areas: English, Mathematics, Social Science, Natural or Physical Science, and Foreign Language. For additional assistance, talk to your counselor, coach, and athletic director or visit the NCAA Clearinghouse website at www.ncaaclearinghouse.net. Unit 5 does not make the eligibility determination nor determine the classes that will count toward the core requirement.

13.130 COMMENCEMENT

Commencement is a formal academic ceremony marking the conclusion of the high school experience. Graduates who have completed all requirements are eligible to participate in Commencement. Participation is voluntary and not required. The established attire is the standard black cap and gown and stoles provided for National Honor Society members and chords to designate magna or summa cum laude. Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

Summa Cum Laude designation: 4.1+ GPA

Magna Cum Laude designation: 3.85 – 4.099 GPA

13.140 NATIONAL HONOR SOCIETY

Eligibility for the National Honor Society is based on four criteria: scholarship, leadership, service, and character. NHS is not a purely scholastic honorary organization. To be academically eligible for membership, a student must be a second-semester junior or a first-semester senior and must have a grade point average of at least 3.7 on a 4.0 scale. The student must also have participated actively in ten school-sponsored and/or community-related activities during high school. The student must have held at least two positions of leadership, either elected or appointed.

Students who meet these criteria will then be evaluated by the entire faculty based on character. A council of five faculty members appointed by the principal will make the final selection of members from eligible candidates. These requirements are in accordance with the guidelines established by the National Constitution of the organization.

