McLean County Unit District No. 5
Board of Education Regular Meeting Agenda

Wednesday, July 20, 2022
Public Session - 6:30pm (Sign up for public comments will be open from 5:15pm - 6:15pm)
Normal West High School
501 N Parkside Rd
Normal, IL 61761

1. **CALL TO ORDER AND ROLL CALL**
2. **ADJOURN TO CLOSED SESSION(5:30p.m.)**

Recommended motion: Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:
•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and

3. **RECESS**
4. **RETURN TO PUBLIC SESSION**
5. **PLEDGE OF ALLEGIANCE**
6. **Appoint Secretary Pro Tempore**
7. **PUBLIC HEARING**
   - A **Public Hearing on the Use of Health Life Safety Funds for Prairieland Bus Lane**
     - 1 Comments Regarding Public Hearing
8. **FOCUS ON STUDENTS AND GOOD NEWS REPORTS**
   - A **Introductions**
9. **SUPERINTENDENT COMMENTS**
   - A **Transportation Update**
10. **PUBLIC COMMENTS**
11. **REPORTS**
    - A **Phase 3 Community Engagement Report**
    - B **1st Reading 2022-2023 Early Learning, Elementary, Junior High, and High School Handbooks** **4**
    - C **1st Reading of Board Policies, Administrative Procedures and Exhibits**
      - 1 **Section 4: Operational Services**
        - a. Administrative Procedure 4.110-AP1 School Bus Post-Accident Checklist 343
        - b. Exhibit 4.170-AP1,E1 Incident Report Form 347
      - 2 **Section 6: Instruction**
        - a. Administrative Procedure 6.135-AP1 Accelerated Placement Program Procedures 349
      - 3 **Section 7: Students**
        - a. Administrative Procedure 7.30-AP2 Attendance Exception 355
        - b. Administrative Procedure 7.180-AP1 Prevention, Identification, Investigation, and Response to Bullying 357
        - c. Exhibit 7.180-AP1,E1 Resource Guide for Bullying Prevention 359
        - d. Exhibit 7.180-AP1,E2 Be a Hero by Reporting Bullying 360
        - e. Exhibit 7.180-AP1,E3 Memo to Staff Regarding Bullying 361
        - f. Exhibit 7.180-AP1,E4 Memo to Parents Guardians Regarding Bullying 362
        - g. Exhibit 7.180-AP1,E5 Report Form for Bullying 364
        - h. Exhibit 7.180-AP1,E6 Interview Form for Bullying Investigation 366
        - i. Exhibit 7.180-AP1,E7 Response to Bullying 368
        - j. Administrative Procedure 7.190-AP4 Use of Isolated Time Out and Physical Restraint 371

k. Administrative Procedure 7.310-AP1 Guidelines for Student Dist. of Non-School Sponsored Public. Elem. 374
l. Administrative Procedure 7.315-AP1 Guidelines for Student Dist. of Non-School Sponsored Public. High School 376
m. Exhibit 7.345-E4 Notice of Parent Rights Regarding Student Covered Information 378
n. Administrative Procedure 7.345-AP1 Use of Educational Technologies Student Data Privacy and Security 380
4 **Section 8: Community Relations**
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D **Requests for Information Pursuant to the Illinois Freedom of Information Act** **393**
The District has received and processed the following requests for information:
12. **CONSENT AGENDA**
A Closed Session 06.15.22
B Regular Session 06.15.22
C **Approval of Minutes**
Minutes are not released for public viewing until approved by the Board of Education
D **Personnel Matters** **394**
E **Payment of Bills and Payrolls**
1 Bills & Payroll reports 399
F **Approve Finance Department Reports**
G **Approve Board Policies, Administrative Procedures, and Exhibits**
1 **Section 2: Board of Education**
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b. Exhibit 2.220-E3 Closed Meeting Minutes 435
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2 **Section 4: Operational Services**
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3 **Section 5: Personnel**
a. Administrative Procedure 5.20-AP1 Sample Questions for Conducting Internal Sexual Harassment Investigation 450
b. Administrative Procedure 5.30-AP1 Interview Questions 454
c. Administrative Procedure 5.30-AP2 Investigations 458
d. Exhibit 5.30-AP2,E1 Notice of Preliminary Hiring Decision Based on Conviction Record 465
e. Exhibit 5.30-AP2,E2 Notice of Final Hiring Decision Based on Conviction Record 467
f. Administrative Procedure 5.220-AP1 Substitute Teachers 468
4 **Section 6: Instruction**
a. Exhibit 6.300-E3 Form for Exemption from Financial Aid App. 471
H **Approve Requests for Authorization to Use Fire Prevention and Safety Funds**
1 CJHS, replace fire alarm panel 473
2 Prairieland, replace sub panel controller 478
I **Approve Bread Bids for 2022-2023** **483**
J **Approve Dust Mop Bids for 2022-2023** **484**
K **Approve Milk Bids for 2022-2023** **510**
L **Resolution of the Board of Education Community Unit School District No. 5, McLean and Woodford Counties, Illinois Authorizing Interfund Loans From Fund Reserves to Other Funds** **511**

M **Resolution of the Board of Education Community Unit School District No. 5, McLean and Woodford Counties, Illinois Authorizing Interfund Loans From Working Cash Fund to Other Funds** **512**

13. **BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS**

14. **ADJOURNMENT**

McLEAN COUNTY UNIT DISTRICT No. 5

EARLY LEARNING HANDBOOK

EARLY CHILDHOOD EDUCATION



McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: www.unit5.org

General Email: district@unit5.org

Revised June 2022

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Letter from Early Learning Coordinator

McLean County Unit District No.5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. A significant effort is put forth to provide student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may indicate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website http://unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

If you have questions regarding any aspect of our early learning program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Kris Pennington

Early Learning Coordinator

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue
Normal, IL 61761-4339
Phone: 309.557.4400
Fax: 309.557.4501
Web: www.unit5.org
General E-mail: district@unit5.org

Superintendent's Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Kautz, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching & Learning	557-4400
Leslie Webb, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

Roger Baldwin, Director of Human Resources	557-4400
Monica Wilks, Human Resources Coordinator	557-4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr, III, Director of Financial Services	557.4400
Kim Stewart, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4437
Norm Hicks, Supervisor – Maintenance/Grounds Services	557.4437
Craig Montgomery, Supervisor – Custodial Services	557.4437
Joanna Rewerts, Director of Food Service	557.4437

Early Learning School Information

Brigham Early Learning Center
Principal: Erin O'Grady
201 Brigham School Rd

Bloomington, IL 61704
E-Mail: ogradye@unit5.org

Phone: 309.557.4411
Fax: 309.557.4512

Fairview Elementary
Principal: Amanda Styck~~Gena Tenuta~~
416 Fairview St

Normal, IL 61761
E-Mail: tenutagj@unit5.org

Phone: 309.557.4415
Fax: 309.557.4516

Sugar Creek Elementary
Principal: Cari Roop
~~Kristina Peifer~~
200 N Towanda Ave
Normal, IL 61761
E-Mail:
roopc~~peiferk~~@unit5.org
Phone: 309.557.4425
Fax: 309.557.4526

District and School Web Pages

McLean County Unit District No. 5

http://www.unit5.org

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, policies, and current district events.

Visit our local websites for more information about each site:

Sugar Creek Elementary School
http://www.unit5.org/Domain/23

Fairview Elementary
https://www.unit5.org/Domain/12

Brigham School
http://www.unit5.org/Domain/8

Section 1 - Introductory Information and General Notices

Overview

This handbook is a summary of the program's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ***www.unit5.org***/board/policies/ or at the Board office, located at **1809 W. Hovey Avenue, Normal, Illinois.**

McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

McLean County Unit District 5 Early Learning Purpose Statement

The purpose of the Unit 5 Early Learning Program is to provide a stimulating and nurturing environment for young children. Students are given the chance to become successful and build self-confidence. The program is designed to increase student opportunities, help prepare for future achievements, and meet individual needs and goals in eight domains of learning, which are guided by the Illinois Early Learning State Standards: Language Arts, Mathematics, Science, Social Studies, Physical Development and Health, Fine Arts, Foreign/Primary Language, Social/Emotional.

McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

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

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Dir. Of Communications/Community Relations
Diversity Officer

Admission Requirements

Age Requirements

To be eligible for admission, a child must be between the ages of three (3) and five (5) years old, but not five (5) on or before September 1 of that school term. Children with developmental delays, which affect normal growth and development, or who are at risk of academic failure may be eligible for services and supports. Special education eligibility will be based on the presence of noted delays in one or more of the developmental areas. Eligibility is determined by the Individualized Educational Program (IEP) team.

Admission Procedure

Eligible early learning students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- 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 7.100
- Enrollment in general education classrooms is contingent upon state funding, as the program is funded by Illinois grant funds.

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

School Volunteers

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

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

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Animals on School Property

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

Cross Reference:
Administrative Procedure 6.120-AP3, *Service Animal Access Requests*

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Equal Educational Opportunities~~Opportunity~~ and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:
Board Policy 7.10, *Equal Educational Opportunities*
Board Policy 2.260, *Uniform Grievance Procedure*

Video & Audio Monitoring Systems

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

Cross Reference:
Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
Board Policy 8.70, *Accommodating Individuals with Disabilities*

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, 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 dialog 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
- 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 dialog
- 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)

Cross Reference: Board Policy 4.165

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 in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

7:285, Food Allergy Management Program

7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Section 2 - Attendance and Promotion

Attendance & Absences

Arrival and Dismissal

Morning Session: 7:45-10:15 AM
Afternoon Session: 11:45-2:15 PM
Full Day session: 7:45 AM-2:15 PM

There is no school supervision prior to the start of each session or following the dismissal times.

Leaving While School Is In Session

When a student needs to leave school early, parent(s)/guardian(s) should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

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 his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school ~~T~~there are two types of absences: excused and unexcused.
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.

1. Illness (including up to 5 days per school year for mental or behavioral health of the student)or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court appearance (beyond student's control)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to 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 for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 that a student is absent, the student's parent or guardian is required to call the school attendance line at 309.557.4460 (Brigham) or 309.557.4474 (Sugar Creek) or 309-557-4464 (Fairview) before 8:30 AM for AM students and 12:30 for PM students to explain the reason for the absence. If a call has not been made to the school by 9:45 AM/ 1:45 PM on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Tardiness

All students are expected to be in their classroom when school begins. Students who are more than 5 minutes late must be signed in at the office.

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

Prearranged Absences

Any time that parents/guardians know in advance their child will be absent from school due to family vacation or unavoidable circumstances not considered as excused, the parent/guardian must contact the Principal to request a Prearranged Absence. Please note that pre arranging~~prearranging~~ an absence does not excuse absences that would otherwise be unexcused.

Chronic Absenteeism

"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) valid cause, as defined in Section 26-2a of the School Code, and out-of-school suspensions for an enrolled student.

The early years are an extremely important period in a child's learning and development. Missed learning opportunities in the early years make it difficult for a child to enter kindergarten ready~~read~~ for success. Attendance patterns in the

early years serve as predictors of chronic absenteeism and reduced educational outcomes in later school years.

The school district will collect and review its chronic absence data and determine what support and resources are needed to positively engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The school will make every effort to inform parents of excessive student absences. However, it is the responsibility of the parent to see that their child is in regular attendance.

Students who are 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, his or her 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, 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, if a wait list has been established, students with chronic absenteeism may be dropped from the program. Written notification of drop will be provided to parent/guardian. Regular attendance is essential for successful completion of school.

Release Time for Religious Instruction/Observance

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

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

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

Emergency School Closings

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Improvement Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the following radio stations if you suspect that early dismissal is a possibility – WJBC 1230 AM, WBNQ 101.5 FM. This information will also be available on the District's website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:
Board Policy 4.170, *Safety*

Grading & Promotion

Progress Reporting

Early Learning Progress reports are issued to students three times per year (November, February, May). For questions regarding progress monitoring, please contact the classroom teacher.

If the student turns five (5) on or before September 1 of the upcoming school year he/she is age eligible for kindergarten and is not eligible for the early learning program.

Section 3 – Food Program

The early learning program participates in the National School Lunch Program and receives Federal funds to provide healthy meals (breakfast and lunch) to all of the enrolled children. The amount of reimbursement the program receives is based on the information you provide on the Household Eligibility Application which is provided during registration. Part of the USDA requirement is to complete the application. The information will be kept confidential and only available to staff directly connected with administering the NSLP.

Section 4 - Transportation and Parking

Bus Transportation

The district provides bus transportation to and from school for all early learning students living within district boundaries. Early Learning buses also have a bus monitor in addition to the driver.

The early learning program provides free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

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".

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.

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

Prohibited Bus Conduct

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

- Prohibited student conduct as defined in 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 the administration deems to threaten the safe operation of the bus and/or its occupants. bus.

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

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.

- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the student may be suspended 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.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the teacher will speak with the student to address the reported incident.
- **On the second offense**, the Principal will meet with the student to address the reported incident. A copy of the bus report will be sent home.
- **On the third offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

Private Transportation

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

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order 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.

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

Bicycles

When accompanied by an adult, riding bicycles to and from school is permitted. Ride safely by observing the following practices:

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

Pedestrians

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

Field Trips

The children may occasionally take field trips to enrich their language and provide new experiences. All field trips not within walking distance of the school are taken on a bus. Parents will be notified in advance of the trip.

Parking

The school has many locations available for school visitor parking.
Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:
Board Policy 4.110, *Transportation*
Administrative Procedure 4.170-AP3, *School Bus Safety Rules*
Board Policy 7.220, *Bus Conduct*
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 5- Health and Safety

Immunization, Health, Eye and Dental Examinations

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school 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.

Health Information

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

Emergency Numbers

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

Illness or Accidents at School

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

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

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

Student Concussions and Head Injuries

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

ILLINOIS LAW REQUIRES that all students entering an early child-hood program, kindergarten, sixth or ninth grades, or transferring from out of state have a physical examination within one calendar year **PRIOR** to the date of entry. The examination must be reported on the Illinois DHS-Certificate of Child Health Examination form & include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois school health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply then the **LOCAL SCHOOL AUTHORITY SHALL EXCLUDE THAT CHILD FROM SCHOOL** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s) he has received a new physical exam on the IL-DHS physical exam form BEFORE THE FIRST DAY OF SCHOOL. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required BEFORE THE FIRST DAY OF SCHOOL for several grades; click on

the link below or check with your healthcare provider for details. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

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

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

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

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

Dental Exams

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

Vision Exams

Illinois law requires all children in **kindergarten** or **enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the **first day of the school year**.

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 an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-

040816.pdf. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination.

2. Health examination or immunization requirements on medical grounds if a physician 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 of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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

Vision and Hearing Screenings

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

Communicable Diseases

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

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

Care of Students with Chronic Health Conditions

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

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

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

Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher other than students in the full day preschool program. Full day students will be served a snack in the afternoon. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a~~have a must have a~~ clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*
Board Policy 6.50, School Wellness

Head Lice

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

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

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. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Physical Education/ Participation

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE. An excuse may also be based on religious prohibitions. 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.

Medication at School

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

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

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan;

(3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

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

School District Supply of Undesignated Glucagon

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

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

Administration of Medical Cannabis

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

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

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

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

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

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

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

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

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

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

Void Policy

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

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

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

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

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

Administration of Undesignated Medication

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

Disclaimers

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

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

Cross Reference:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

Disability Assistance

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. 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 (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement lockdown drill to address a school shooting ~~an active shooter~~ incident, and one (1) bus evacuation drill each school year. 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 d~~D~~rills will not be preceded by a warning to the students.

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

Reunification Site

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

School	Reunification Site
Brigham	Eastview Christian Church
Fairview	Redbird Arena
Sugar Creek	Redbird Arena

Building Security

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

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

Section 6-Discipline and Conduct

General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student 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.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal of~~removal, of~~ not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to create a safe and secure climate, free from the threat of harm to person or property in all school related settings.
It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior. To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action. Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.
Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year.

Student Behavior

The goals and objectives of Board Policy 7.190, Student Behavior are to provide effective discipline practices that:

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

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 remote learning.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct. Parents/guardians should review Board Policy 7.190, Student Behavior, for a complete list of prohibited student conduct, which includes, but is not limited to:

1. Using, possessing, controlling, or transferring a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.

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

   Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:
   (a) The supervising teacher grants permission;
   (b) Use of the device is provided in a student's IEP; or
   (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.

3. 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.

4. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

5. 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.

6. Taking or relocating school or personal property without permission. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

7. Entering school property or a school facility without proper authorization.

8. 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.

9. 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.

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

Disciplinary Measures

Where practicable and reasonable, school officials will consider forms of non-exclusionary discipline before using transitioning. Disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding of privileges.
4. Return of property or restitution for lost, stolen, or damaged property.
5. Detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
6. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, 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.
7. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this handbook or school disciplinary rules.
8. Planned transition to another program.
9. Temporary removal from attendance in a group setting

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.

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 transitioning a student to another program because behavioral interventions, other than a suspension or transition to another program will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or transition to another program

Transition to Another Program

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 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 Individual 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 his or her 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 families shall occur in a culturally and linguistically competent manner.

Temporary Removal from Attendance in a Group Setting

In the case of the determination of a serious safety threat to a child or others, or if the student is determined to have brought a firearm, a knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm to school, any school- sponsored activity or event, or any activity or event that bears a reasonable relationship to school, the temporary removal of a child from attendance in group settings may be used. Temporary removal of a child from attendance in a group setting shall trigger the process detailed in this section, with the child placed back in a group setting as quickly as possible.

Cross Reference:
7.190, *Student Behavior*

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

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

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

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 Assistant Principals.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office or the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Re-Engagement of Returning Students

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 Principal and Assistant Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

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

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

Cross Reference:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Fighting

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

Vandalism/Damage to Property

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

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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.

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; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-2.

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 District Complaint Manager, building Principal, nondiscrimination coordinator, 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.

Complaint Manager: Name: M. Curt Richardson

Address: 1809 West Hovey Ave; Normal, IL 61761
Email: richardmc@unit5.org
Telephone: (309) 557-4082

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

5. The 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 course of the investigation about the reported bullying incident.

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

   c. Notifying the 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 his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported 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

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

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

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

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's

outcomes and effectiveness. This process shall include, without limitation:

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

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

12. The Superintendent or designee shall fully implement the *Board policies*, including without limitation, the following:
    a. *2.260* ~ A student may use this policy to complain about bullying.
    b. *6.60* ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. *6.65* ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
    d. *6.235* ~ 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.
    e. *7.20* ~ 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).
    f. *7.185* ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. *7.190* ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. *7.310* ~ 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.

Cross-References:

Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:

    a. Substantially interfering with a student's educational environment;

    b. Creating an intimidating, hostile, or offensive educational environment;

    c. Depriving a student of educational aid, benefits, services, or treatment; or

    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint, Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Complaint Manager: and **Nondiscrimination Coordinator:**	Name:	M. Curt Richardson
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	richardmc@unit5.org
	Telephone:	(309) 557-4082
Complaint Manager:	Name:	Dayna Brown
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	brownda@unit5.org
	Telephone:	(309) 557-4032

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

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

regard to employees, or suspension and expulsion, with regard to students.

Cross Reference:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Section 7-Internet, Technology, Publications

Internet Acceptable Use¶

¶

Introduction¶

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and innovative environment.¶

¶

Scope¶

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

¶

Terms and Conditions of this Agreement¶

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

¶

1. ***Privileges:*** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.¶

¶

2. ***Acceptable Use: Inappropriate material or communications defined:*** Transmission or intentional receipt of any

inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:¶

- Copyrighted material¶
- Criminal activities or terrorist acts¶
- Illegal solicitation¶
- Threatening or obscene material¶
- Sexism or sexual harassment¶
- Racism¶
- Material protected by trade secrets¶
- Pornography¶
- Inappropriate language¶
- Disrupting the educational experience of others¶
- Gambling¶
- Explosive devices¶
- Political lobbying¶

3. ***Etiquette:*** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:¶

- Using obscene language¶
- Harassing, insulting or attacking others¶
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)¶
- Violating copyright laws¶
- Using others' passwords¶
- Trespassing in others' folders, documents, or files¶
- Intentionally wasting limited resources¶
- Employing the network for commercial purposes¶
- Sharing confidential information on students or employees¶
- Sending or displaying offensive messages or pictures¶
- Promoting, supporting or celebrating religion or religious institutions¶
- Accessing personal computer devices (Peer to Peer) outside the District's electronic network.¶

4. ***Vandalism:*** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.¶

5. ***Service Disclaimer:*** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.¶

6. ***Filtering, Monitoring, and Review:*** The District, in order to comply with local, State, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and

Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.¶

7. ***Network:*** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.¶

8. ***Internet:*** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.¶

9. ***Computers Use:*** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.¶

10. ***Student Email:*** Email provided to students of the District is primarily for internal educational communications.

~~Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:¶~~

- ~~Promote, or support political functions or agenda's in any way, both internally and externally.¶~~
- ~~Promote, or support private business or industry, especially the originators own private concern or business.¶~~
- ~~Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.¶~~
- ~~Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.¶~~

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

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, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, 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 Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

b. Using the electronic networks to engage in conduct prohibited by board policy;

c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;

d. Unauthorized use of personal removable media devices (such as flash or thumb drives);

e. Downloading of copyrighted material for other than personal use;

f. Using the electronic networks for private financial or commercial gain;

g. Wastefully using resources, such as file space;

h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

i. 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;

j. Using another user's account or password;

k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;

l. Posting or sending material authored or created by another without his/her consent;

m. Posting or sending anonymous messages;

n. Creating or forwarding chain letters, spam, or other unsolicited messages;

o. Using the electronic networks for commercial or private advertising;

p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

q. Misrepresenting the user's identity or the identity of others; and

r. 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:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. 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.

e. Do not use the networks in any way that would disrupt its use by other users.

f. 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 Building Principal. 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 cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in 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 the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. 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.

b. 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.

c. 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.

d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and 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 education tool.

a. 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.

b. 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.

c. 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 and all email messages transmitted to external recipients.

d. 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.

e. 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 is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

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.

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 the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the

Acceptable Use statement as well as sign the receipt and acknowledgement section of the Early Learning Handbook before students will be granted access.

Cross Reference:
Board Policy 6.235, *Access to Electronic Networks*
Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*
Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

Annual Notice to Parents about Educational Technology

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 IL~~III~~. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular 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, student ID number
- Demographic information
- Enrollment information
- 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

Section 8-Search and Seizure

Search and Seizure

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

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. 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 authorities officials may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

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~~as, lockers~~, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, **weapons**, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and

not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

Cross Reference:
Board Policy 7.140, *Search and Seizure*

Section 9- Special Education

Education of Children with Disabilities

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

The district provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district. 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. It is the intent of the district 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 or district special education office.

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

_____(name)

_____(phone number)

_____(office location)

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

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her 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 in effective 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.

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

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*
Exhibit 6.120-AP2,E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Related Service Logs

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

Cross Reference:
PRESS 7:340-AP1, *School Student Records*

Section 10 - Student Records, Privacy

Student Privacy Protections

Surveys

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 disclosure of information concerning their child to a third party may do so in writing to the 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 program.

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

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

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

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.

Cross Reference:

Board Policy 7.15, *Student and Family Privacy Rights*

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

Student Records

Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduations or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

Categories of School Student Records

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

A student's permanent record contains the following information:

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

And may also consist of:

7. Honors and awards received; and
8. Participation in extracurricular activities or athletics.

A student's temporary record contains the following information:

1. A record of release of temporary record information;
2. Elementary State assessment test scores;
3. Completed home language survey form;
4. Information regarding serious infractions that resulted in discipline; and any biometric information that is collected;
5. Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act; and And may also consist of:
6. Family background information;
7. Intelligence test scores, group and individual;
8. Aptitude test scores;
9. Reports of psychological evaluations;
10. Elementary and secondary achievement level test results;
11. Participation in extracurricular activities or athletics;
12. Honors and awards received;
13. Teacher anecdotal records;
14. Other disciplinary information;
15. Special education files;
16. Any verified reports or information from non-educational persons, agencies or organizations; and
17. Other verified information of clear relevance to the education of the student.

Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be $.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

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

A parent or student request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

Confidentiality

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

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

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

Challenging Student Records

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

1. Accuracy;
2. Relevance; or
3. Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

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

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

Directory Information

The district routinely discloses "directory" type information without consent. Directory information is limited to: student's name, address, gender, grade level, birth date and place, parents' names and address; parent's electronic address; information in relation to school-sponsored activities, organizations,; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

Destruction of School Student Records

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

Adverse Action

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of

employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross Reference:
Board Policy 7.340, *Student Records*
Administrative Procedures 7.340-AP1*, School Student Records*

Student Records and Privacy

Medical records will only be released to the student's parent/guardian or their designee (with written consent from the parent). Identification will be required.

Cross Reference:
Board Policy 7.340, *Student Records*

Section 11-Parental Rights and Notifications

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. Whether the teacher has met State certification requirements;

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

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

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

Erin's Law- Child Protection

"Erin's Law" (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at http://www.cfchildren.org/child-protection or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:
Board Policy 6.60-AP1 *Comprehensive Health Education*

Homeless Child's Right to Education

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

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

Cross Reference:
Administrative Procedure, 6.140-AP1*, Education of Homeless Children*

English Learners

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

Parents/guardians of English Learners will be: ~~(1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.~~(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 Learners program, contact the Director of Multilingual Services, Leslie Webb~~Romagnoli~~ at the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

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 at the Unit Office 309.557.4400.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

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

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.

Mandated Reporters

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

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

Asbestos Abatement Statement

Unit 5 has submitted its Management Plan prepared pursuant to the requirements of the *Asbestos Hazard Emergency Response Act* for each Unit 5 elementary school. Copies of the Management Plan are available in the administrative office of the school district and in each elementary school office. These plans are available for your~~you~~ inspection during the normal business hours Monday through Friday, and during other times by special arrangement.

The above statement is required under the rule of the *Asbestos Hazard Emergency Response Act*. It signifies that asbestos has been identified in the buildings. The asbestos was removed from the buildings. We would like to emphasize that to our knowledge, the above conditions do not pose a health hazard for those using our facilities. The above notice is required due to the law, which makes it necessary to conduct a survey, prepare and plan, notify the public and remove the designated asbestos in a timely fashion.

Transfer to Another School

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

Cross References:
Board Policy 4.170, *Safety*

Student Handbook

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

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

Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross References:
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

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's Police website. The Illinois State Police website contains the following:

- Illinois Sex Offender Registry on the Illinois State Police's website, http://www.isp.state.il.us/sor/.
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website, http://www.isp.state.il.us/cmvo/
- Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.sor/faq.cfm

Cross Reference:
Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

Title IX – Civil Rights

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

Title IX Grievance Procedure

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

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

does to his/her own personnel file.

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

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309.557.4400

Parent/Guardian Involvement

Parent-Teacher Conferences

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parent(s)/Guardian(s) will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. Unit 5 Early Learning Program offers a wide variety of family involvement opportunities throughout the year.

Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and extracurricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:
Board Policy 6.250, Community Resource Persons and School Volunteers
Administrative Procedure 6.250-AP1, Securing and Screening Resource Persons and School Volunteers
Exhibit 6.250-E1*, Volunteer Information Form and Waiver of Liability*

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

Appendix

Exhibit - Online Privacy Statement

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

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

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

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

4) **Information Voluntarily Provided by You ~** In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only

for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

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

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

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

Please email your questions or concerns to the System Administrator.

District 87/Unit 5
Medication Authorization Form

Name: _____ **Date of Birth:** _____
(Last, First, Middle Initial)

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

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

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

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

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

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	**PHONE:**
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
Dose:	
Time of Administration:	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	Yes No

Date	Physician's Signature **Only**	Physician's Telephone

Nurse's Initials_____

11 December

22-23 Student-Handbook-Updates

The below list contains additional handbook procedures and supplements to the **Model Student Handbook** since our last Unit 5 Handbook updates in June of 2021. There have been 3 releases containing multiple updates due to the amount of changes made by the Illinois General Assembly. All handbook procedures herein comply with updates to PRESS and have been cross-checked to maintain consistency with updated Unit 5 Board Policies already approved or in the process of being updated and approved.

June 2021

Handbook Procedure Number & Title	**Description**	**Status**
MSH 1.50 Equal Opportunity for Sex Equity	Updated to align with PRESS and changes to state law.	Updated EC, EL, added MS and HS - Double Check HS with what was there.
MSH 6.40 Prevention of and Response to Bullying, Intimidation, and Harassment	Updated to align with PRESS and changes to state law.	Updated
MSH 7.10 Acceptable Use of the District's Electronic Networks	Rewritten in its entirety and title changed to align with PRESS.	Updated entire Policy in each
MSH 12.60 English Learners	Updated to align with PRESS and changes to state law.	Updated

November 2021

Handbook Procedure Number & Title	**Description**	**Status**
MSH 1.170 Student Appearance	P.A. 102-360 prohibits discrimination based on student hairstyles that are historically associated with race, ethnicity, or hair texture.	Added
MSH 2.20 Student Absences	P.A. 102-321 states that an excused absence includes an absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required. Students are allowed to make up all missed work. *This new requirement goes into effect on January 1, 2022.*	Updated
MSH 2.80 Exemption from PE Requirement [HS] Exemption from PE Requirement [K-8]	P.A. 102-405 provides that a student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting.	Updated
MSH 5:40 Safety Drill Procedures and Conduct	P.A. 102-395 makes changes to the School Safety Drill Act relative to a lockdown drill to address a school shooting incident.	Updated
MSH 6.40 Prevention of and Response to Bullying, Intimidation, and Harassment	Modified to align with changes to PRESS policy service.	Updated
MSH 10.10 Education of Children with Disabilities	Public Act 102-172 allows students with an IEP who turned 22 years old during the school year to remain enrolled and receive services through the end of the school year.	Updated

June 2022

This is a ***preliminary*** list of student handbook changes for the 2022-23 school year. Additional changes may be forthcoming depending on the State Legislature and PRESS.

Handbook Procedure Number & Title	**Description**	**Status**
MSH 1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations	New handbook procedure pursuant to P.A. 102-610, which mandates certain information in student/parent handbooks related to child abuse prevention, grooming behaviors, and boundary violations.	Added
MSH 1.190 Prevention of Anaphylaxis	New handbook procedure to comply with P.A. 102-413 dealing with response to anaphylaxis.	Added
MSH 2.20 Student Absences	Amended to comply with P.A. 102-864 and further amended to fully comply with PRESS.	Updated
MSH 2.120 Student Graduation Requirements	Adds new graduation requirement (computer literacy) for students beginning high school in the 2022-23 school year.	Added to HS
MSH 3.10 Waiver of Student Fees	Amended to comply with P.A. 102-1032 dealing with waiver of fees for students of an active-duty military parent.	Updated
MSH 6.20 Dress Code/Student Appearance	Title Changed to avoid duplication.	Updated

MSH 7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications	Amended to comply with PRESS.	Updated
MSH 7.27 Access to Non-School Sponsored Publications	New handbook procedure dealing with student access to non-school sponsored publications. This procedure is being added as part of our annual review of model handbook language.	Updated
MSH 9.10 Athletic Code of Conduct	Amended to comply with P.A. 102-51, allowing for modifications to a student's athletic uniform to comply with religious tenants or personal modesty preferences.	Updated
MSH 10.20 Discipline of Student with Disabilities	Amended to emphasize ISBE's new rules on time out and physical restraint.	Updated
MSH 11.10 Student Privacy Protections	Amended to comply with PRESS and updated to comply with current law.	Updated

Additional Changes to Unit 5 Handbooks

Level	Area	Change
MS & HS	Suicide Prevention	Added contact information for the National Suicide Prevention Lifeline (988), the Crisis Text Line, and the Safe2Help Illinois helpline for pupils in any of grades 6 through 12 as required by law.

All	Homework	Added that make up work may be provided by electronic means in addition to current pick up procedures.
All as needed	Reunification Sites	Updated reunifications sites to reflect current practice of utilizing Eastview Church.
Elementary	Dress Code	Updated policy to be consistent with MS and HS: “No head covering that obscures the view of the a student's face is allowed. Interpretation and enforcement of this rule is up to administration discretion”
Elementary & Middle School	Dress Code/Athletic Code (MS only)	Changed reference from building principal to building administration to be inclusive of various administration levels in authority to carry out duties.
Middle School	Dress Code	Updated to align with Model Student Handbook: “Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.” Updated to align with previous HS change: “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.”
Middle School	Student Conduct	Modified language on Cell Phones to align to practice and Board Policy 7.190: Replace “kept in locker or backpack” with “are not used, seen or heard during instructional time unless:”
Middle School	Physical Education	Remove “Towels must be brought from home.” as this is no longer in practice.
Middle School	Athletic Eligibility	Replace the term “street clothes” with “not dress in uniform” and added “may also require an ineligible student to stay in school when an

		away game requires an early release from school.”
High School	Deliveries	Clarified student deliveries not allowed at school to include food deliveries.

McLEAN COUNTY UNIT DISTRICT No. 5

ELEMENTARY HANDBOOK

Kindergarten – 5th Grade



McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: www.unit5.org

General Email: district@unit5.org

Revised June 2022

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McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Elementary Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. All of our elementary principals have made a significant effort to provide for student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District website http://www.unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information**.

If you have questions regarding any aspect of our elementary program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: www.unit5.org ~ General E-mail: district@unit5.org

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Kautz, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching & Learning	557-4400
Leslie Webb, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

Roger Baldwin, Director of Human Resources	557-4400
Monica Wilks, Human Resources Coordinator	557-4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Kim Stewart, Payroll Administrator	557-4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4437
Norm Hicks, Supervisor – Maintenance/Grounds Services	557.4437

Craig Montgomery, Supervisor – Custodial Services	557.4437
JoAnna Rewerts, Director of Food Service	557.4437

Elementary School Information

Benjamin Elementary School
Megan Bozarth, Principal
6006 Ireland Grove Rd.
Bloomington, IL 61704
E-mail: bozartm@unit5.org
Phone: 309.557.4410
Fax: 309.557.4511

Carlock Elementary School
Amanda Hunt , Principal
301 W. Washington St.
Carlock, IL 61725
E-mail:hunta@unit5.org
Phone: 309.557.4412
Fax: 309.557.4513

Cedar Ridge Elementary School
Heather Rogers, Principal
2808 Breezewood Blvd.
Bloomington, IL 61704
E-mail: rogersh@unit5.org
Phone: 309.557.4413
Fax: 309.557.4515

Fairview Elementary School
Amanda Styck, Principal
416 Fairview St.
Normal, IL 61761
E-mail: stycka@unit5.org
Phone: 309.557.4415
Fax: 309.557.4516

Fox Creek Elementary School
Leslie Davenport, Principal
3910 Fox Creek Rd.
Bloomington, IL 61704
E-mail: davenportla@unit5.org
Phone: 309.557.4416
Fax: 309.557.4517

Glenn Elementary School
Scott Vogel, Principal
306 Glenn Ave.
Normal, IL 61761
E-mail: vogels@unit5.org
Phone: 309.557.4418
Fax: 309.557.4519

Grove Elementary School
Sarah Edwards, Principal
1101 N. Airport Rd.
Normal, IL 61761
E-mail: fogalt@unit5.org
Phone: 309.557.4417
Fax: 309.557.4518

Hoose Elementary School
Gina Tenuta , Principal
600 Grandview Dr.
Normal, IL 61761
E-mail: tenutagj@unit5.org
Phone: 309.557.4414
Fax: 309.557.4515

Hudson Elementary School
Julia Knepler, Principal
205 S. McLean St.
Hudson, IL 61748
E-mail: kneplej@unit5.org
Phone: 309.557.4419
Fax: 309.557.4520

Northpoint Elementary School
Matt Harr, Principal
2602 E. College Ave.
Bloomington, IL 61704
E-mail: harm@unit5.org
Phone: 309.557.4420
Fax: 309.557.4521

Oakdale Elementary School
Casey Heimer , Principal
601 S. Adelaide St.
Normal, IL 61761
E-mail:heimerc@unit5.org
Phone: 309.557.4421
Fax: 309.557.4522

Parkside Elementary School
Christine Ellis, Principal
1900 W. College Ave.
Normal, IL 61761
E-mail: ellisc@unit5.org
Phone: 309.557.4422
Fax: 309.557.4523

Pepper Ridge Elementary School
Tina Fogal, Principal
2602 Danbury Dr.
Bloomington, IL 61704
Email: edwardsl@unit5.org
Phone: 309.557.4423
Fax: 309.557.4523

Prairieland Elementary
Scott Peters, Principal
1300 E. Raab Rd.
Normal, IL 61761
E-mail: peterssd@unit5.org
Phone: 309.557.4424
Fax: 309.557.4525

Sugar Creek Elementary School
Cari Roop, Principal
200 N. Towanda Ave.
Normal, IL 61761
E-mail: roopc@unit5.org
Phone: 309.557.4425
Fax: 309.557.4526

Towanda Elementary School
Marlys Bennington, Principal
304 S. East St.
Towanda, IL 61776
E-mail: benninmm@unit5.org
Phone: 309.557.4426
Fax: 309.557.4527

Brigham Elementary School
Early Learning Center
Erin O'Grady, Principal
201 Brigham School Road
Bloomington, IL 61704
Email: ogradye@unit5.org
Phone: 309.557.4411
Fax: 309.557.4512

District and School Web Pages

McLean County Unit District No. 5

http://www.unit5.org

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, and current district events.

Visit our local elementary schools' websites for more information about each school.

Benjamin Elementary School
http://www.unit5.org/benjamin/index.html

Brigham Elementary School
http://www.unit5.org/brigham/index.html

Carlock Elementary School
http://www.unit5.org/carlock/index.html

Cedar Ridge Elementary School
http://www.unit5.org/cedarridge/home.htm

Fairview Elementary School
http://www.unit5.org/fairview/index.html

Fox Creek Elementary School
http://www.unit5.org/foxcreek/index.html

Glenn Elementary School
http://www.unit5.org/glenn/index.html

Grove Elementary School
http://www.unit5.org/grove/index.html

Colene Hoose Elementary School
http://www.unit5.org/hoose/index.html

Hudson Elementary School
http://www.unit5.org/hudson/index.html

Northpoint Elementary School
http://www.unit5.org/northpoint/index.html

Oakdale Elementary School
http://www.unit5.org/oakdale/index.html

Parkside Elementary School
http://www.unit5.org/parkside//index.html

Pepper Ridge Elementary School
http://www.unit5.org/pepper/index.html

Prairieland Elementary School
http://www.unit5.org/prairieland/index.html

Sugar Creek Elementary School
http://www.unit5.org/sugarcreek/index.html

Towanda Elementary School http://www.unit5.org/towanda/index.html

Section 1 - Introductory Information and General Notices

Overview

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see http://www.unit5.org/board/policies/ for current information.**

McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

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

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Diversity Officer

Admission Requirements

Age Requirements

To be eligible for admission, a child must be five (5) years old on or before September 1 of that school term. Children ages three (3) to twenty-one (21) years with exceptional needs who qualify for special education are also eligible for admission.

Children reaching the age of six (6) on or before September 1 of a school year shall be eligible for first grade enrollment. Children reaching the age of six after September 1 shall enter first grade the following year.

For a student entering the District for the first time after having completed a full year of kindergarten, but who will not be six (6) on or before September 1, the Building Principal will determine whether the child is placed in kindergarten or first grade.

Admission Procedure

Students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- 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 7.100

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

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

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

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

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

School Volunteers

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

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

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Animals on School Property

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

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Equal Educational Opportunities~~Opportunity~~ and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:
Board Policy 7.10, *Equal Educational Opportunities*
Board Policy 2.260, *Uniform Grievance Procedure*

Video & Audio Monitoring Systems

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

Cross Reference:
Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
Board Policy 8.70, *Accommodating Individuals with Disabilities*

Birthday Treats

Unit 5 believes that birthdays are special for children. As a school district, in order 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.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, 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 dialog 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
- 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 dialog
- 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)

Cross Reference: Board Policy 4.165

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 in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

7:285, Food Allergy Management Program

7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Section 2 - Attendance and Promotion

Attendance & Absences

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

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

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

Arrival and Dismissal Procedures

Students should plan to arrive at school **AFTER** 7:30 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.** The opening bell rings at 7:40 and students are expected to be seated and ready to begin at 7:45. School is dismissed daily at 2:30 PM.

Leaving While School Is In Session

When a student needs to leave school early, parents/guardians should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

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 his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school ~~T~~there are two types of absences: excused and unexcused as defined below.

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.

1. Illness(including up to 5 days per school year for mental or behavioral health of the student) or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court (subpoenaed as witness)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to 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 for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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
10. Court (personal reasons)

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the school's Attendance Line before 7:45 a.m. to explain the reason for 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 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. 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.

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

Tardiness

All students are expected to be in their classroom seats when school begins and again after their lunch/recess. Please do not inconvenience others or waste class time by arriving late. Students who are more than 5 minutes late must sign in at the office.

Truancy

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 disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- 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. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

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

Prearranged Absences

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the school office to request a Prearranged Absence. Please note that pre arranging an absence does not excuse absences that would otherwise be unexcused.

Parent/Guardian Role

According to the Illinois School Code, it is the parent's responsibility to see that his/her child is in regular school attendance. This includes arriving at school on time. Article 26 of the School Code recognizes the following reasons as valid cause for missing school: (a) illness; (b) death in the immediate family; (c) other absences determined by the Board of Education; (d) circumstances which cause reasonable concern to the parent for the safety or health of the student. Absences other than those stated above will be considered unexcused. Those include (a) keeping a child home to baby-sit; (b) helping a parent at home (especially the day before a holiday); (c) going shopping; (d) vacation, visiting friends or relatives; and/or (e) participating in a community sponsored activity such as gymnastics, a play, or church related programs. This is not all-inclusive. Any exceptions to the list will be considered by the administration.

Falsification of Attendance Information

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

Chronic Absenteeism

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

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

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

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

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

Withdrawal from School

Parents must notify the principal of their student's intent to withdraw. On the student's last day of attendance he/she must report to the office before school. After all financial obligations have been met, he/she will be eligible for a refund of the unused portion of Book Rental charges. The student's records will be forwarded as soon as the office receives written authorization for the records to be released.

Release Time for Religious Instruction/Observance

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

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

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

Emergency School Closings

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to

weather (such as snow or excessive heat), on Staff Development Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the local radio stations if you suspect that early dismissal is a possibility. This information will also be available on the District's website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference: Board Policy 4.170, *Safety*

Grading & Promotion

School report cards are issued to students at the end of the year. Student performance is available through the online portal at any time. Progress reports are available at the~~available the~~ end of October and February. For questions regarding grades, please contact the classroom teacher.

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

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

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.

Make up Work, Advance Assignments, and Picking up Assignments

A parent/guardian may phone the school before 9:15 AM to pick up assignments and books in the office after school that same day. Requests made after 9:15 AM may be picked up the following day after school. Arrangements also may be made to send work home with a sibling or a friend or teachers may make work available through electronic means.

All assignments and tests missed due to absences must be made up, regardless of the reason for the absence. A student that has an excused absence will generally be allowed twice the number of days absent to turn in assignments. However, a student may be required to take previously announced tests on the day he or she returns to school.

Parents must contact the school if it is known in advance that there will be an absence from school for an extended time due to family obligations or other unavoidable reasons. Requests for assignments may be made no more than one week before the absence. In general, assignments are available for only one week at a time. All advanced assignments are expected to be turned in on the day of the student's return to school. Students should also check for additional missed

work when they return. Although written materials can be worked on away from school, much of classroom instruction involves discussions, demonstration, and "hands on" activities. These instructional methods are a vital part of the learning process and cannot be duplicated away from school.

Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact the Principal's office.

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

Section 3 - Student Fees

Fines, Fees, and Charges; Waiver of Student Fees

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

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; ~~or~~

1. 1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

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

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

Within 30 days, the Building Principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Building Principal.

Cross Reference:
Board Policy 4.110, *Transportation*
Board Policy 4.140, *Waiver of Student Fees*
Administrative Procedure 4.140-AP 1, *Fines, Fees, and Charges – Waiver of Student Fees*
Exhibit 4.140-E1, *Application for Fee Waivers*
Exhibit 4.140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

School Breakfast & Lunch Program

Breakfast and lunch are served in every school, every school day, unless there is an emergency early dismissal.
Menus and meal prices are listed on the Unit 5 webpage. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Cross Reference:
Board Policy 4.130, *Free and Reduced-Price Food Services*

Section 4 - Transportation and Parking

Bus Transportation

The district provides free bus transportation to and from school for all students living 1.5 miles or more from his or her assigned school, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available, or within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parents/guardians may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

A list of bus stops will be published at the beginning of the school year. 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 Principal.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

Bus Assignment

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

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.

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

Prohibited Bus Conduct

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

1. Prohibited student conduct as defined in Board Policy 7.190, *Student Behavior.*
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

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

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the superintendent 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.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the Building Principal will meet with the student to address the reported incident. This may include a reprimand for inappropriate behavior and may result in a detention. A copy of the bus report may be taken home by the student to be signed by the parent and returned the next day.
- **On the second offense**, the Building Principal will meet with the student to address the reported incident. The student may be assigned up to three days of detention. A copy of the bus report will be sent home.
- **On the third offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Building Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral to the superintendent for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

Private Transportation

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

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order 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.

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

Bicycles

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

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

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

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

Parking
The school has many locations available for school visitor parking.

Those dropping off and picking up children may do so in the drop off lane location during the following hours: 7:30 AM until 7:40 AM and after 2:25 PM.

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

Cross Reference:
Board Policy 4.110, *Transportation*
Administrative Procedure 4.170-AP3, *School Bus Safety Rules*
Board Policy 7.220, *Bus Conduct*
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 5 - Health and Safety

Immunization, Health, Eye and Dental Examinations

School Nurse
The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school 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 health care professionals and organizations to make decisions best for the students and school community.

Health Information
Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other

school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Emergency Numbers

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

Illness or Accidents at School

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

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

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

www.illinois.gov/hfs/medicalprograms/allkids

Student Concussions and Head Injuries

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity

or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

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

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

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s)he has received a new physical exam on the IL-DHS physical exam form BEFORE THE FIRST DAY OF SCHOOL. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required BEFORE THE FIRST DAY OF SCHOOL for several grades; click on the link below or check with your health care provider for details. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

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

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

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

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)

6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Dental Exams

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

Vision Exams

Illinois law requires all children in **kindergarten** or **enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the first day of the school year.

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; an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination.
2. Health examination or immunization requirements on medical grounds if a physician 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 of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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

Vision and Hearing Screenings

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

Communicable Diseases

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

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

Care of Students with Chronic Health Conditions

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

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

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

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

Cross Reference:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*

Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require

refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables.

Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*
Board Policy 6.50, *School Wellness*

Head Lice

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

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

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. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Physical Education Participation

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE.

An excuse may also be based on religious prohibitions. 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.

Medication at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is

necessary for the student to take a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

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

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

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when

they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

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

School District Supply of Undesignated Glucagon

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

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

Administration of Medical Cannabis

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

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

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

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

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

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

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

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

Medical cannabis infused 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.

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

Void Policy

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

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

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for

opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

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

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

Administration of Undesignated Medication

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

Disclaimers

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

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

Cross Reference:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication* Exhibit 7.270-E1, *School Medication Authorization Form*

Disability Assistance

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. 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 (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement lockdown drill to address a school shooting ~~an active shooter~~ incident, and one (1) bus evacuation drill each school year. 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 d~~D~~rills will not be preceded by a warning to the students.

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

Reunification Site

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

School	Reunification Site
Benjamin	Eastview Christian Church
Carlock	Carlock Community Center
Cedar Ridge	Eastview Christian Church
Colene Hoose	Redbird Arena
Fairview	Redbird Arena
Fox Creek	Eastview Christian Church
Glenn	Redbird Arena
Grove	Eastview Christian Church
Hudson	Methodist Church
Northpoint	Eastview Christian Church
Oakdale	Redbird Arena
Parkside Elem.	Redbird Arena
Pepper Ridge	Eastview Christian Church
Prairieland	Redbird Arena
Sugar Creek	Redbird Arena
Towanda	Towanda Community Building

Building Security

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

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

Section 6 - Discipline and Conduct

General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student 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 at a meeting with the 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.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

Arrival time

Students shall not arrive at school before 7:30 a.m. and classes begin at 7:45 a.m. and students are dismissed at 2:30 p.m. each day.

School Dress Code ~~/ Student Appearance~~

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

~~Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.~~

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. 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.
- ~~Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.~~
- ~~•~~ Coats and sunglasses may not be worn in the building during the school day.
- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing which fails to adequately cover the body will not be permitted.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the building ~~principal~~ administration will make the final decision.
- Students 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 acceptability of a particular item of clothing, check with the principal **before** wearing the items to school.

Cross Reference: Board Policy 7.160, *Student Appearance*

Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to (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 other 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. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

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

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

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

Cross Reference:
Board Policy 7.125, *Student Discipline Philosophy*

Student Behavior

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

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
   d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
   e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
   f. Any inhalant, regardless of whether it contains an illegal drug
   g. 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.
   h. 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.
   i. "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.
   j. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a knife, a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic mobile device, commonly known as "sexting."

   Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:
   (a) The supervising teacher grants permission;
   (b) Use of the device is provided in a student's IEP; or
   (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
11. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, a school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied with the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

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

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

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

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

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office or the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

Cross Reference:
Board Policy 7.190, *Student Behavior*
Board Policy 7.125 Student Discipline Philosophy
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Fighting

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

Vandalism/Damage to Property or Loss of School Property

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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.

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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.

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; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-2.

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.

Complaint Manager: and **Nondiscrimination Coordinator:**	Name:	M. Curt Richardson
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	richardmc@unit5.org
	Telephone:	(309) 557-4082
Complaint Manager:	Name:	Dayna Brown
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	brownda@unit5.org
	Telephone:	(309) 557-4032

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The 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 course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the 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 his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

6. 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.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification or areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the *Board policies*, including without limitation, the following:
    a. *2.260* ~ A student may use this policy to complain about bullying.
    b. *6.60* ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. *6.65* ~ Student social and emotional development is incorporated in the District's educational program as required by State law.

d. *6.235* ~ 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.
e. *7.20* ~ 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).
f. *7.185* ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
g. *7.190* ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
h. *7.310* ~ 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.

Cross-References:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Sexual Harassment Prohibited

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint, Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept

confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.
An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Complaint Manager: and **Nondiscrimination Coordinator:**	Name:	M. Curt Richardson
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	richardmc@unit5.org
	Telephone:	(309) 557-4082
Complaint Manager:	Name:	Dayna Brown
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	brownda@unit5.org
	Telephone:	(309) 557-4032

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

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

Cross Reference:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Theft or Possession of Stolen Property

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (l0) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or “I didn’t know it was there” will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate

and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate or Assistant 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 superintendent may suspend a student from riding the bus in excess of 10 days for safety reasons.

Cafeteria Rules

- Students shall not save seats for other students.
- 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 the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

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

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;

- Denial of permission from administration;
- Other reasons as determined by the school.

Cross Reference: Board Policy 6.240, *Field Trips*

Section 7 - Internet, Technology, Publications

Internet Acceptable Use ¶

Introduction ¶

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment. ¶

Scope ¶

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

Terms and Conditions of this Agreement¶

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

1. ***Privileges:*** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time. ¶
2. ***Acceptable Use: Inappropriate material or communications defined:*** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following: ¶
    - Copyrighted material ¶

- Criminal activities or terrorist acts ¶
- Illegal solicitation ¶
- Threatening or obscene material ¶
- Sexism or sexual harassment ¶
- Racism ¶
- Material protected by trade secrets ¶
- Pornography ¶
- Inappropriate language ¶
- Disrupting the educational experience of others¶
- Gambling ¶
- Explosive devices ¶
- Political lobbying¶

3. ***Etiquette:*** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following: ¶

- Using obscene language ¶
- Harassing, insulting or attacking others ¶
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus) ¶
- Violating copyright laws ¶
- Using others' passwords ¶
- Trespassing in others' folders, documents, or files ¶
- Intentionally wasting limited resources ¶
- Employing the network for commercial purposes ¶
- Sharing confidential information on students or employees ¶
- Sending or displaying offensive messages or pictures ¶
- Promoting, supporting or celebrating religion or religious institutions ¶
- Accessing personal computer devices (Peer to Peer) outside the District's electronic network. ¶

4. ***Vandalism:*** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration. ¶

5. ***Service Disclaimer:*** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources. ¶

6. ***Filtering, Monitoring, and Review:*** The District, in order to comply with local, State, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value.

Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered. ¶

7. ***Network:*** The use of an assigned account must be in support of education, business, research, and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist. ¶

8. ***Internet:*** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure. ¶

9. ***Computers Use:*** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District

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

10. ***Student Email:*** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:¶

- Promote, or support political functions or agenda's in any way, both internally and externally. ¶
- Promote, or support private business or industry, especially the originators own private concern or business. ¶
- Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual. ¶
- Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators. ¶

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

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, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, 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 Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

b. Using the electronic networks to engage in conduct prohibited by board policy;

c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;

d. Unauthorized use of personal removable media devices (such as flash or thumb drives);

e. Downloading of copyrighted material for other than personal use;

f. Using the electronic networks for private financial or commercial gain;

g. Wastefully using resources, such as file space;

h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

i. 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;

j. Using another user's account or password;

k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;

l. Posting or sending material authored or created by another without his/her consent;

m. Posting or sending anonymous messages;

n. Creating or forwarding chain letters, spam, or other unsolicited messages;

o. Using the electronic networks for commercial or private advertising;

p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

q. Misrepresenting the user's identity or the identity of others; and

r. 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:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. 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.

e. Do not use the networks in any way that would disrupt its use by other users.

f. 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 Building Principal. 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 cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in 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 the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. 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.

b. 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.

c. 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.

d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and 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 education tool.

a. 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.

b. 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.

c. 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 and all email messages transmitted to external recipients.

d. 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.

e. 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 is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

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.

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 the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the Acceptable Use statement as well as sign the receipt and acknowledgement section of the Elementary Handbook before students will be granted access.

Cross Reference:
Board Policy 6.235, *Access to Electronic Networks*
Administrative Procedure 6.235-AP1 *Student Acceptable Use of Electronic Networks*
Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

Non-School-Sponsored Publications/Websites

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Principal, e.g. ~~such as~~, before the beginning or ending of classes at a central location inside the building.
3. The 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. Is reasonably viewed as promoting illegal drug use; or
e. ~~Is primarily prepared by non-students.~~ 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, as long as 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 4-7.

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

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

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

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, and/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 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. Is reasonably viewed as promoting illegal drug use;

5. 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, as long as the material to be distributed or accessed is primarily prepared by students ; or

6. 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) for 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.

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

Annual Notice to Parents about Educational Technology

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 Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular 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, student ID number
- Demographic information
- Enrollment information
- 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

Section 8 - Search and Seizure

Search and Seizure

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

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. 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 or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website.

Cross-references:
Board Policy 7.140, *Search and Seizure*
Board Policy 7.190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websit*es

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

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

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

Students

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Cross Reference:
Board Policy 7.140, *Search and Seizure*

Section 9 - Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each "child with a disability" enrolled in the school. The term "child with disability" means a child 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. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact:

_____ (name)

_____ (phone number)

_____ (office location)

Discipline of Children with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act ("IDEA") and the Illinois State Board of Education's *Special Education* rules when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her 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 in effective 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.

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. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (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.

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.

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

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

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*
Exhibit 6.120-AP2,E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

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.

Cross Reference:
PRESS 7:340-AP1, *School Student Records*

Section 10 - Student Records, Privacy

Student Privacy Protections

Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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. Sexual behaviors or attitudes.
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 program eligibility.

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

Instructional Material

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

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.

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

Student Records

Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

Categories of School Student Records

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

A student's permanent record contains the following information:

(1) Basic identifying information;
(2) Academic transcript; Report cards
(3) Attendance record;
(4) Record of release of permanent record information; and
(5) High school State assessment test scores;

And may also consist of:

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

A student's temporary record contains the following information:

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

And may also consist of:

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

Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or

her school student permanent record. Costs for copies of school student records or any portion thereof shall be $.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

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

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

Confidentiality

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

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

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

Challenging Student Records

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

1) accuracy;
2) relevance; or
3) propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

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

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

Directory Information

The district routinely discloses "directory" type information without consent. Directory information is limited to: student's name, address, gender, grade level, and birth date and place, and parents' names, mailing addresses, electronic mail addresses, and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

Destruction of School Student Records

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

Adverse Action

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

Section 11 - Parental Rights and Notifications

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

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

Cross Reference: Board Policy 5.190, *Teacher Qualifications*

Standardized Testing

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms. The Superintendent or designee shall develop and supervise a student assessment program that, at a minimum:

1. Administers the State assessment system, known as the Illinois Assessment of Readiness (IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See Board policy 6.280.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7.340, and its implementing procedures govern recordkeeping and access issues.

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

Sex Education Instruction

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

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

Cross Reference:
Board Policy 6.60*, Curriculum Content*
Administrative Procedure 6.60-AP1 *Comprehensive Health Education Program*
Exhibit 6.60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

Erin's Law- Child Protection

"Erin's Law" (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at http://www.cfchildren.org/child-protection or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:
Board Policy 6.60-AP1 *Comprehensive Health Education*

Homeless Child's Right to Education

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

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

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

Parental Involvement (Title 1)

Schools that are eligible for Title I services have an annual meeting for all parents/guardians.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

If you have any questions, please contact the parent liaison for Title I services at the unit office, 309.557.4400

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Title 1 District Coordinator at the unit office, 309.557.4400.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Coordinator of Title I services at the unit office, 309.557.4400.

The State's resources on parental involvement can be located at http://illinoisparents.org/. The State's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful

or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross Reference:
Board Policy 6.170, *Title I Programs*

English Learners

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

~~Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.~~(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, Leslie Webb at the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

School Visitation Rights

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations at the unit office 309.557.4000.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:
Board Policy 4.160-AP1, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

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

Cross Reference:

Board Policy 5.90, *Abused and Neglected Child Reporting*

Asbestos Management Plans

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

Transfer to Another School

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

Cross Reference:
Board Policy 4.170, *Safety*

Student Handbook

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

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

Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross Reference:
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

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 website.

The Illinois State Police website contains the following:

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm
Illinois Sex Offender Registry, http://www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry, http://www.isp.state.il.us/cmvo/

Cross Reference:
Board Policy 4.170, *Safety*
Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

Title IX – Civil Rights

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX,

"No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.."

Title IX Grievance Procedure

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

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

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

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309-557-4400

The Title IX Coordinator and 504 Coordinator may be reached at the same address.

- Attorney for the District-Title IX Coordinators
- Attorney for the District-- 504 Coordinator

Parent/Guardian Involvement

Parent-Teacher Conferences

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parents/Guardians will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. Please contact your school for contact names and meeting dates of your school's parent group.

Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and co-curricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:
Board Policy 6.250, *Community Resource Persons and School Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and School Volunteers*
Exhibit 6.250-E1, *Volunteer Information Form and Waiver of Liability*

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

McLean County Unit District No. 5

Appendix

Exhibit

Online Privacy Statement

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

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

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

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

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

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

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

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

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

Please email your questions or concerns to the System Administrator.

McLean County Unit District No. 5

Exhibit

Student Authorization of Acceptable Use of Electronic Networks

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

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

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

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

User Name (Please Print):_____

User Signature: _____

Date: _____

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

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature _____

Date: _____

Office Use Only:
Date Received for File: _____ **By:**_____

McLean County Unit District No. 5

Exhibit

Acceptable Use Letter to Parents/Guardians

Dear Parents/Guardians:

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

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

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

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

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

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

Signed_____ ***Date***_____

McLean County Unit District No. 5

District 87/Unit 5

Medication Authorization Form

Name: _____ Date of Birth: _____

(Last, First, Middle Initial)

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

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

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

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

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

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	**PHONE:**
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	
Yes	No

_____ _____ _____

Date Physician's Signature **Only** Physician's Telephone

Nurse's Initials_____

McLean County Unit District No. 5

Exhibit

Exhibit Request for Authorized Personnel to Perform a Procedure at School

TO THE LICENSED PRESCRIBER:

When it is necessary for a student to have a physician-prescribed procedure performed at school, the following information **must be provided:**

_____ is to have
(Name of Student)

_____ at _____
(Name of Procedure) (Time(s) of Day)

Special Instructions _____

_____

_____

_____

_____

_____

_____

_____

Prescriber's Name (Print or Stamp) _____

Prescriber's Signature _____

Telephone _____ Date_____

Medication student takes at home or at school _____

_____

TO THE PARENT OR GUARDIAN

I authorize McLean County Unit District No. 5 personnel to perform the procedure(s) prescribed above for my student: _____. I acknowledge that it may be necessary for the procedure to be performed by an individual other than a school nurse, and specifically consent to such practices. I agree to provide the school with all necessary supplies and equipment for the performance of the procedure. I also consent to the sharing of relevant medical information between the school and the physician's office. I agree, on behalf of myself, my spouse and my child, to indemnify and hold harmless McLean County Unit District No. 5 and its board members, officers, employees and agents from and against any claims, suits or damages in any way relating to the procedure, except for claims based on willful and wanton misconduct.

Parent or Guardian Signature _____

Address _____

Telephone _____ Date _____ Nurse's Initials

McLean County Unit District No. 5

High School Handbook

2022-2023~~2021-2022~~

Normal Community High School
Normal Community West High School

McLean County Unit District No. 5

Normal Community High School

3900 East Raab Road
Normal, Illinois 61761
Main Line: (309) 557.4401
Attendance Line: (309) 557.4450
Fax: (309) 557.4502
Web address: www.unit5.org/nchs

Mr. Adam Zbrozek, Principal
Ms. Courtney McClure, Associate Principal
Mr. Jeff Barnard, Assistant Principal (Last Names Beginning with A-G)
Mr. Dan Gibler, Assistant Principal (Last Names Beginning with H-O)
Mrs. Anthony Clark, Assistant Principal (Last Names Beginning with P-Z)
Mrs. Wendy Davis, Assistant Principal
Nic Kearfott, Athletic Director

McLean County Unit District No. 5

Normal Community West High School

501 North Parkside Road
Normal, Illinois 61761
Main Line: (309) 557.4402
Attendance Line: (309) 557.4451
Fax: (309) 557.4503
Web address: http://www.unit5.org/ncwhs

Mr. Dave Johnson, Principal
Mrs. Angie Codron, Associate Principal
Mrs. Rebecca Frangella (Last Names Beginning with A-G)
Mr. Terry Gliege, Assistant Principal (Last Names Beginning with H-O)
Mr. Brandon Caffey, Assistant Principal (Last Names Beginning with P-Z)
Mr. Wes Temples, Athletic Director

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Dear Unit 5 Community Members,

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

Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Director Communications/Community Relations
Diversity Officer

McLean County Unit District No. 5 Mission Statement

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

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: www.unit5.org General E-mail: district@unit5.org

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Kautz, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Webb, Director of Multilingual Services	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400
Kris Pennington, Early Learning Coordinator	557.4400

Human Resources

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

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Kim Stewart, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4103
Norm Hicks, Supervisor – Maintenance/Grounds Services	557. 4103

Craig Montgomery, Supervisor – Custodial Services	557. 4103
JoAnna Rewert, Director of Food Service	557.4437

General School Information

Introduction

This handbook is offered to provide students and parents/guardians with basic information about Unit 5 High Schools, and to explain the various procedures students should follow when attending classes, conducting school business or attending school related activities on or off campus. 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 in order to maintain a safe and orderly learning environment. Keep this handbook available as a reference. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website www.unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information**.

Bulletin Boards, Signs and Posters

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

Closed Campus

Unit 5 High Schools have a closed campus policy, which requires the students to remain at school for the entire school day. Students may only leave campus to participate in approved curricular related activities including but not limited to work program, internships, blended courses, and off-campus courses.

Deliveries

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

Distribution of Printed Material

No printed newspapers, bulletins, pamphlets or other published materials may be distributed on school property without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

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, and/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 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. Is reasonably viewed as promoting illegal drug use;

5. 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, as long as the material to be distributed or accessed is primarily prepared by students ; or

6. 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) for 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.

Emergency Procedures

Plans have been made to protect your safety when emergencies occur. Become familiar with fire exit plans posted in each of your classrooms. In any emergency, silence and complete cooperation with teachers' instructions are essential. When evacuating the building or moving to a shelter area, walk rapidly but do not run.

In the case that students need to be evacuated from the high schools, the parent/guardian/student reunification site would be Eastview Christian Church for NCHS & NCWHS.

Equal Educational Opportunities and Sex Equity ~~Statement~~

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, 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 co-curricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

It is the policy of McLean County Unit District No. 5 that its educational programs, activities, services and benefits will be provided to students without discrimination on the basis of color, race, nationality, gender, handicapping condition, or other factors prohibited by law.

McLean County Unit District No. 5 does not discriminate on the basis of actual or potential marital or parental status, and no student in the District shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students or, by the effect of any school policy or practice. Concerns regarding this policy may be directed to the Title IX of Section 504 Coordinator at 557-4400.

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

Title IX Grievance Procedure

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

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

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

Concerns regarding this policy should be referred to:
Board of Education Office
1809 West Hovey Avenue
Normal, IL 61761
309-557-4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, 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 dialog 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**

· **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 dialog**
- **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)

Cross Reference: Board Policy 4.165

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 in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.
Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

7:285, Food Allergy Management Program

7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Fees

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

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; ~~or~~
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children)~~.~~; or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

~~**Fees for 2022-2023 School Year ¶**~~

~~¶~~

~~All Grades¶~~	~~$ 155.00¶~~
~~Parking – NCHS & NCWHS¶~~	~~$ 60.00 – For all School Year ¶~~ ~~$ 30.00 – For Second Semester Only¶~~
~~Activity Ticket (Optional)¶~~	~~$ 20.00¶~~
~~Activity Fee¶~~	~~$ 85.00 (Per Activity)¶~~
~~Driver's Education¶~~	~~¶~~
~~Behind-the-Wheel¶~~	~~$ 300.00¶~~
~~Classroom Instruction ¶~~	~~$ 100.00¶~~
~~Technology Fee¶~~	~~$ 55.00¶~~
~~1:1 Device Rental Fee¶~~	~~¶~~
~~¶~~	~~¶~~
~~Grade 9 - 12 (Chrome Book)¶~~	~~$ 0¶~~
~~Breakfast Prices ¶~~	~~$ 1.50¶~~
~~Reduced¶~~	~~$ 0.30¶~~
~~Lunch Prices ¶~~	~~¶~~
~~Tier 1¶~~	~~$ 2.40¶~~

Tier 2	$ 3.00
Reduced	$ 0.40
Extra Milk	$ 0.55

Fund-Raising Activities

All fund-raising activities must be approved in writing by the administration. Fundraising will only be approved for school related clubs, teams, or organizations. Sale of fund-raising items may not be done in classrooms or in any manner that interferes with the educational environment. Merchandise and cash must be secured at all times, and are the responsibility of the individual involved. Violations will result in forfeiture of the opportunity to participate. The school is not responsible for lost or stolen money or items.

Grading Periods

October 15th	End of Quarter 1
December 17th	End of Quarter 2 / Semester 1
March 11th	End of Quarter 3
May 25th	End of Quarter 4 / Semester 2

Lost and Found

All found items must be turned in to the high school office. Billfolds, purses, watches, and rings will be kept in the Main Office and may be claimed there after proper identification of the lost item has been made.

Sale of Merchandise

The sale of any item at school or on school grounds must be approved by an administrator in advance. Failure to do so may result in disciplinary consequences.

School Cancellation/Dismissal Due to Weather

School cancellation/early dismissal information can be accessed from the Unit 5 website at www.unit5.org. Additional information will be available on local radio and TV stations, in addition to a *School Messenger* phone call that will be sent to parent/guardian contacts.

Student Handbook

The Superintendent shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

Student Identification Cards

Student identification cards must be in a student's possession at all times during the school day. Students must present their ID card for a variety of reasons throughout the school day. For example, students must present a current ID card to purchase a school lunch, to leave study hall with a pass, to use the IMC, to borrow IMC materials, to sign in and out of the nurse's office and guidance office as well as for admittance to detention and extracurricular events. Stickers and other decorations may not be placed on the front of the ID cards. The ID cards should not be altered in any way from their original condition except for school issued stickers.

Students who have lost or misplaced their ID will be allowed to buy a new ID without penalty provided they report to the main office before school or as soon as they realize the ID is missing. Students who are found during the school day not to be in possession of their ID will be sent to the main office to purchase a new ID. Failure to comply with this policy may result in school disciplinary consequences. Being in unauthorized possession of another person's ID will be considered theft.

Students can purchase replacement cards in the main office for a fee of $3.00.

Student Insurance

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

Visitors

All visitors to campus must check in at the Visitor's Station at the main entrance, sign-in, identifying their name, the date and time of arrival, and the location they are visiting, and wear a visitor's pass for the duration of their stay. Visitors may be asked to provide a photo ID. The photo ID will be held at the Visitor's Station until the visitor signs out of the building and leaves campus. If no photo ID is presented, the visitor may not be permitted to enter the building.

Students are not allowed to bring visitors to school. Any person wishing to visit a class must obtain permission in advance from the main office.

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.

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

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

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

Attendance/Enrollment/Registration

Attendance Overview

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

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

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 his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school, T

Cross Reference:
Board Policy 7.70, Attendance and Truancy

Registration Guidelines

The Board of Education and staff of McLean County Unit District 5 take pride in the programs offered to meet the high standards set by the community it serves. As a public school district, Unit 5 provides programs for all students and has a firm commitment to prepare graduates for future success in life. A solid foundation, essential to reaching this goal, becomes the responsibility of the school district, parents, guardians, community and the student. Through this combined effort we will have a better school and community.

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.

Change of Address or Telephone

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 in order to contact your parent or guardian in case of an emergency. Proof of residency must be provided prior to changes being made.

Attendance Procedures

Attendance in all assigned periods, including homeroom, is required.

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 his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school, ~~t~~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.

1. Illness (including up to 5 days per school year for mental or behavioral health of the student) or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)

4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety Court appearance (beyond student's control)
7. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70
11. 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 for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Students who are 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 that a student is absent, his/her 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 10:30 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

Procedure for Arriving Late to School

1. If a student arrives after first hour begins, they must enter at the Main Entrance (Door A) and check-in at the main office before reporting to class.
2. The student will be given a pass that will admit them to class.

Procedure for Leaving School Early

1. A student's parent/guardian may make arrangements, in advance whenever possible, to have him/her check out prior to their usual dismissal time by calling the Attendance Line.

2. If a student's checkout time is during a class period, the yellow copy of the Absent/Tardy Notice may be delivered to the student prior to the checkout time. If the Absent/Tardy Notice has not been delivered, it is the student's responsibility to check in the Main Office prior to leaving.
3. At the appropriate time, report to the Main Entrance (Door A) 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, he/she must sign 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 him/her 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 him/her out in the main office.

Students leaving school early should exit the building through the Main Entrance (Door A).

0 Hour Absences

Frequent absences from assigned 0 hour class may result in removal from the 0 hour period and placement in the equivalent class during the regular school day.

Prearranged Absences

Whenever you know in advance that you will be absent from school due to family vacation, required court appearance, business interview, college visitation or unavoidable circumstances not considered excused, your parent/guardian must contact your Assistant Principal to request a Prearranged Absence. It is your responsibility to secure a Prearranged Absent/Tardy Notice from the Assistant Principal and to make arrangements with each of your teachers regarding assignments. This should be done at least three days prior to your absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

College Visitation

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

Chronic Absenteeism

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

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

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

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

Truancy

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 disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- 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. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

Unauthorized Skip Day

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

Tardiness to School and Class

All students are required to be on time 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 by another teacher.

- If a student is not in their assigned class at the appropriate time, the tardy will be documented by the teacher. Teacher interventions may include student conference, parent communication, classroom level consequences or administrative referrals.
- Consequences will be administered by the Assistant Principal for unexcused tardiness to class or school beginning with the fifth tardy and any successive tardies. Missing an entire class or a significant portion will be considered truancy.

Excessive Tardies to School, May Result in Loss of Parking Privileges - Make-Up Work

It is the student's responsibility to make arrangements with each teacher regarding the work missed. For absences due to illness, suspension, or family emergency, students may request the Counseling Office to gather assignments from the teachers. In order to request assignments, call the Counseling Office and allow 24 hours for the assignments to be ready. The student's teachers will be contacted by the Counseling Office to get these materials. Students should be fully prepared to take any announced exam that was scheduled before their absence.

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

- **Excused and Unexcused Absence** - upon a previous day's notice, 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.
- **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 **(see Suspension from School).**
- **Semester Exams -** All absences from semester exams must be cleared in advance by the Associate Principal or on the day of by the Assistant Principal. It is the student's responsibility to make arrangements with the teacher for completion of semester exams with the teachers involved. Students truant or otherwise unexcused from semester exams will receive a grade of "0", and their semester grades will be computed accordingly.

All assignments and tests missed due to absence must be made up, regardless of the reason for the student's absence. The student will be permitted the same number of days as he/she was absent to turn in the make-up work up to five (5) days. For additional time, the student should contact their teacher.

Home and Hospital Instruction

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

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

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

Student Behavior

Student Behavior

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

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

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

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

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

Cross Reference:
Board Policy 7.125, *Student Discipline Philosophy*

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 remote learning.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription medication when not prescribed for the student by a physician or licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
    e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
    f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    h. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
    i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled

substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a knife, a "weapon," as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic mobile device, commonly known as "sexting."

   Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:
   (a) The supervising teacher grants permission;
   (b) Use of the device is provided in a student's IEP; or
   (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
11. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, a school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that, interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

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

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

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

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, and physical restraint as discipline or punishment,

convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self- defense or defense of property.

Weapons

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office or the Building Principal in the event that he or she:

(1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
(2) observes, or has reason to suspect that, any person on school grounds is or was involved in a drug-related incident, or
(3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

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

Cross Reference:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Misconduct by Students with Disabilities

Behavioral Interventions

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

Discipline of Students with Disabilities

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

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 in effective 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.

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

Academic Dishonesty

Any student who knowingly participates in behavior that results in academic dishonesty will be subject to consequences.

The use of computer translators, electronic tampering or other misuse of computer technology in the academic setting, and any form of plagiarism, will be considered academic dishonesty.

Academic dishonesty may result in reduction of grade, loss of credit and/or other appropriate consequences.

1st Offense will be addressed by the classroom teacher, and the appropriate assistant principal will be notified.
Subsequent offenses will be referred to the appropriate assistant principal, and consequences issued.

Suspension and/or dismissal from co-curricular activities are realistic consequences. In addition, any stipulations outlined by sponsors of such activities will be seriously considered in the disposition of each case.

Student Acceptable Use of Electronic Networks

~~**Introduction:** ¶~~

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment. ¶

¶

Scope: ¶

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

Terms and Conditions of this Agreement: ¶

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

1. ***Privileges:*** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time. ¶
2. ***Acceptable Use: Inappropriate material or communications defined:*** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following: ¶
    - Copyrighted material ¶
    - Criminal activities or terrorist acts ¶
    - Illegal solicitation¶
    - Threatening or obscene material ¶
    - Sexism or sexual harassment ¶
    - Racism ¶
    - Material protected by trade secrets ¶
    - Pornography ¶
    - Inappropriate language ¶
    - Disrupting the educational experience of others¶
    - Gambling ¶
    - Explosive devices ¶
    - Political lobbying¶

¶

Etiquette: Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following: ¶

- Using obscene language ¶
- Harassing, insulting or attacking others ¶
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus) ¶
- Violating copyright laws ¶
- Using others' passwords ¶
- Trespassing in others' folders, documents, or files ¶
- Intentionally wasting limited resources ¶
- Employing the network for commercial purposes ¶
- Sharing confidential information on students or employees ¶
- Sending or displaying offensive messages or pictures ¶
- Promoting, supporting or celebrating religion or religious institutions ¶
- Accessing personal computer devices (Peer to Peer) outside the District's electronic network. ¶

3. ***Vandalism:*** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of

computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration. ¶

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

curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:¶

- Promote, or support political functions or agenda's in any way, both internally and externally. ¶
- Promote, or support private business or industry, especially the originators own private concern or business. ¶
- Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual. ¶
- Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators. ¶

¶

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

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, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, 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 Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. 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;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;

l. Posting or sending material authored or created by another without his/her consent;

m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. 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:
a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. 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.
e. Do not use the networks in any way that would disrupt its use by other users.
f. 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 Building Principal. 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 cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in 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 the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.
a. 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.
b. 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.
c. 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.
d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and 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 education tool.

a. 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.

b. 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.

c. 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 and all email messages transmitted to external recipients.

d. 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.

e. 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 is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

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.

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

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

Online Privacy Statement

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

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

Network Traffic Logs

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

Website Visit Logs

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

Cookies

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

Information Voluntarily Provided by You

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

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

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

Web Links to Non-District Websites

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

Please email your questions or concerns to the System Administrator.

Annual Notice to Parents about Educational Technology

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 Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular 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, student ID number
- Demographic information
- Enrollment information

- 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

Aiding/Abetting

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

School Dress Code ~~Clothing~~

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. ~~A manner of dress or physical appearance which results in disruption of the educational process, or which contributes to unhealthy or unsafe conditions, will not be permitted.~~ 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. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Shoes or other appropriate footwear must be worn in the school building. Shoes that contain wheels should not be worn at school.
- No head covering that obscures the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Words or pictures on articles of clothing, or book bags, notebooks or other personal possessions, which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted. Also, statements or pictures which are violent or threatening in nature will not be permitted.
- Words or pictures on articles of clothing which are sexually explicit, offensive to commonly acceptable standards of propriety or suggestive in nature such as to constitute sexual harassment will not be permitted.
- 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 which fails to adequately cover the body, or which is torn or altered in an explicit or suggestive manner, will not be permitted. Shirts, blouses and tops which 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.

If you have any questions regarding acceptability of a particular item of clothing, check with an Assistant Principal before you wear the item to school. First-time offenders will be required to correct the violation before returning to class. Administrative consequences will be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention. Persistent violations will be handled as willful insubordination.

Damage to or Loss of School Property

The regulations of our Board of Education are very specific with regard to care of school property. These regulations state that students are required to pay for all damages which they have done to school property. Students may be assigned a disciplinary consequence for willful damage. All report cards, transcripts of credit or graduation diplomas may be withheld until all obligations are met.

Drug/Alcohol/Tobacco Prohibition

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

Drugs/Alcohol

Possession – Any student in possession, possession by consumption of any alcohol, legally controlled substance, illegal substance, prescription medications, or over the counter chemical substance as defined previously, paraphernalia, or any substance purported or represented to be a legally controlled substance or illegal substance while on school property or attending school activities will be subject to school and legal consequences.

Any student in violation is subject to suspension from school for ten (10) days. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

The ten (10) day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

1. Have a drug/alcohol assessment. The family must have an appointment prior to the student's return to school.
2. Work in cooperation with Unit 5 personnel to follow through with the recommendations of the assessment.
3. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and may be recommended to the board of Education for expulsion.

Sale/Delivery/Purchase

Any student who sells, delivers, or purchases any alcohol or drug substance defined above to another student or students during the school day, while on school property or in connection with attendance at school activities will be subject to school and legal consequences. Possession of a large amount or individually packaged substances that are prohibited will also be covered under the provisions of this section.

Any student who sells, delivers, or purchases any alcohol or drug substance is subject to suspension from school for ten (10) days may be recommended for expulsion. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Tobacco and E-Cigarette Devices

Possession - Students may not possess, smoke, chew, handle, exchange, or display tobacco items or E-cigarettes on school district property at any time. Tobacco products of any kind are not allowed in the school building, on the school grounds, including all areas maintained by our school district, or on a school bus.

Possession of tobacco products will result in administrative consequences. E-cigarettes found to contain any other substance, will be given consequences aligned to possession of the identified substance.

The school prohibits the possession of smokeless tobacco and any other tobacco products as well as e-cigarettes and vaporizing pens or equipment. Matches and cigarette lighters are also prohibited.

Use/Sale/Delivery - Use, sale, or delivery of tobacco products may result in a suspension from school not to exceed ten (10) days.

Students may receive an Ordinance Violation for tobacco possession/use/sale/delivery.

Prohibited items will be confiscated.

Electronic Devices

Students may not use or possess an electronic mobile device, including but not limited to a mobile (i.e. cellular or smart) phone, video recording device, PDA (personal digital assistant), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. recording a conversation without the consent of all parties) or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic device. Students are allowed to possess and use mobile devices in school, provided they do not cause a disruption and are not used, seen, or heard during instructional time unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Instructional time is defined as times when students are assigned to a class, study hall, homeroom, or the IMC.

Administrative consequences ranging from verbal warnings to suspension will be issued for violations.

Fighting/Battery/Verbal Altercations

A fight will be defined as "two or more individuals involved in mutual, aggressive physical contact with one another." Battery will be defined as knowingly causing bodily harm or making physical contact of an insulting or provoking nature with another individual. Students involved in an incident of fighting/battery will be subject to a disciplinary consequence. Subsequent incidents may result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

All incidents of fighting/battery will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Bystanders who encourage or instigate an altercation or interfere with staff members trying to break-up an altercation may be subjected to discipline consequences.

Verbal Altercations that result in a school disruption will result in a disciplinary consequence. Students may also be required to participate in a mediation session.

Fireworks

Possession, sale or use of fireworks or any explosive or incendiary device (lighters, matches) is prohibited in the school building, on school grounds, and on school buses. Violators will be subject to administrative consequences.

Food/Beverages

Food and/or beverages (except water) will be left up to teacher discretion in the classroom. Delivery of outside food products during the school day is not permitted for students.

Gangs and Gang-Related Activities

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities

of the group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group which has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang member must actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.
As used herein, the phrase "gang-related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members which promotes the group can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, graffiti, gestures, recruitment, harassment, intimidation, threatening or retaliation.

Students involved with any behavior as related to gangs or gang-related activity will be subject to a disciplinary consequence and other legal action as deemed appropriate.

Hall Pass

Students are required to have an appropriately marked and signed 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.

Harassment

Preventing Bullying, Intimidation, Teen Dating Violence and Harassment Policy

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

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

1. Fully implements and enforces each of the following Board policies:
   a. *Board Policy 7.20*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
   b. *Board Policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. ~~Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.~~ Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
   b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board Policy 7.20*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in *Board Policy 6.60.* This includes incorporating student social and emotional development

into the District's educational program as required by State law and in alignment with *Board policy 6.65.*

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parent/guardian of this policy.

Bullying

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and /or prejudicial attitudes. Students should report suspected bullying to any teacher, counselor, or administrator. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference or expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

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

Racial, Ethnic or Religious Harassment

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel or behaviors which show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Harassment is against the law. A disciplinary consequence will be assigned for engaging in racial, ethnic or religious harassment. Students should report suspected harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

Sexual/Sexual Orientation Harassment

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an student's education, or;
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance or sexual orientation; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Students should report suspected sexual harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation. Students also have the option of contacting the district's Title IX coordinator if

they feel they have been the victim of sexual discrimination and or harassment. Contact the Title IX Coordinator at the Unit 5 District Office, 557-4400, for more information on how to file a complaint and/or report such occurrences.

Unit 5 respects the right of every student to be free from harassment, including sexual orientation harassment. Sexual harassment is against the law. Disciplinary consequences will be assigned for engaging in sexual harassment.

Cross Reference:
Board Policy 7.180, *Preventing of and Response to Bullying, Intimidation, and Harassment*
Board Policy 7.185, *Teen Dating Violence Prohibited*
Board Policy 7.20, *Harassment of Students Prohibited*

Insubordination

As a student of Unit 5, there is an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to properly identify oneself to any staff member in regard to all aspects of student behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in a disciplinary consequence.

Inappropriate Items for School

Laser pointers, cameras, video equipment, pornographic and offensive material as well as other items, too numerous to mention, that have no acceptable purpose for school may not be brought to school or on buses. If any such items are brought to school, they will be stored in the main office until parents/guardians make appropriate arrangements for the property to be returned.

Language and Gestures

Students are responsible at all times 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 students are to be reported to the appropriate Assistant Principal immediately for appropriate disciplinary action. Students will be subject to a disciplinary consequence 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.

Locks and Lockers

All lockers must be locked. A combination lock that is sold and serviced by Unit 5 is recommended**.**

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers at all times to detect health or safety problems or violations of school rules or the law, including but not limited to the presence of illegal drugs, weapons or contraband, notwithstanding the fact that the lockers are assigned to the individual Unit 5 students who assume full responsibility for the security of their lockers.

Students are not to share lockers, use more than one locker, or use a locker that is not assigned to them.

Loitering

Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited. Violators will be subject to a disciplinary consequence.

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.

Parking Regulations

Cars driven to school by 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 a new application in the Assistant Principal's Office. If the permit is not reusable, bring the remnants to the Assistant Principal for a replacement. If it is not recoverable at all, parent/guardian should contact the Assistant Principal. Temporary permits may be arranged with the Assistant Principal 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.

Personal Property

Textbooks, articles of clothing and personal possessions should all be clearly marked with your name. You are discouraged to bring expensive equipment to school, school activities or on school field trips. The school district provides hall lockers for students to store their personal property. The school provides adequate facilities for students to store their belongings, but the school cannot take the responsibility for these belongings. Each student must be responsible for personal property and should therefore keep the locker locked and not share lock combinations with other students. If property is lost or missing, it must be reported to the teacher and the main office immediately.

Students are strongly encouraged not to carry large amounts of money at school. If necessary, the best practice is to bring a check for the proper amount.

Sexual Acts and Public Display of Affection

Public display of affection, including but not limited to, kissing, prolonged embraces, excessive inappropriate touching, and sexual acts are not appropriate for school and will not be permitted. A disciplinary consequence will be assigned to students that engage in public acts of affection. Parents/guardians may be contacted beginning with the second and all subsequent offenses. Continued offenses will be considered willful insubordination.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, including student vehicles. "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 in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, building principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

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 a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a school administrator or adult witness.
- By a employee with a professional educator license or school resource officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parents/guardians shall be notified of the search as soon as possible.

Access to Student Social Networking Passwords and Websites

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Cross Reference:
Board Policy 7.140, *Search and Seizure*

Snowballs

Throwing snow and/or ice presents a serious safety hazard to persons and property and is prohibited. This prohibition includes snow and/or ice thrown onto school grounds from adjacent property or at school buses or other vehicles. Disciplinary consequences will be assigned.

Substitute Teachers and Other Substitute Employees

Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom they are employed. Students' obligations toward substitute employees are the same as toward permanent employees.

Theft or Possession of Stolen Property

Students who find or are in possession of personal property not belonging to them, should bring the items immediately to the office. Students responsible for stealing school or private property (including student identification cards) or for being in unauthorized possession of property that does not belong to the student, whether or not it is "stolen", or reported as stolen will be subject to a disciplinary consequence.

Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," "It's not mine," or "I didn't know it was there," will not be acceptable reasons for a student to be in possession of lost or stolen property.

Threats Directed Toward or Actions Taken Against Staff Members

Students who are responsible for threatening teachers' or other staff members' personal safety or for threatening or vandalizing their personal property will be subject to a disciplinary consequence, a possible referral to the Regional Alternative School's SAVE program, possible expulsion proceedings, and possible legal action as deemed appropriate by the individual staff member and school district.

Transportation/School Buses

Eligible students are assigned to a specific bus route and pick-up/drop-off point. Temporary changes must be arranged in advance through the Assistant Principals. Behavior on the bus and at the pick-up/drop-off point must conform to the requirements for school conduct described in the Student Conduct and Discipline section of this handbook. Students must recognize and yield to the authority of the bus driver. Infractions that cannot be resolved by the driver will be reported to the Assistant Principals. Consequences range from warnings to suspension from the bus.

For all transportation related issues, please contact the transportation call line at 557-4BUS (557-4287).

Rules for Bus Riders

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

Courses Meeting at Bloomington Area Career Center (BACC)

A number of students have elective courses that meet only at the BACC. District transportation will be provided to and from the BACC each day with the exception of the first session. Students participating in the first session will need to transport themselves to BACC. Unit 5 will provide return transportation from BACC 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 BACC will be subject to a quarterly performance review that will consider student behavior, attendance, and performance, with the possibility of being moved out of BACC coursework due to concerns in these areas.

Unauthorized Areas

Students are not to be in unauthorized areas of the building during the school day or at times before or after the school day without specific permission from a Unit 5 staff member. Students out of class on a pass or to go to the restroom are to take the shortest route to their nearest destination and to return by the same route. Students who violate this directive may be subject to penalties for vandalism and/or theft that occur while they are in an unauthorized area as well as penalties for being in an unauthorized area without permission.

The parking lots, locker rooms (when not in PE class), hallways, restrooms (when not in possession of a hall pass), auditorium, multipurpose room, and any vacant classroom or office are considered to be unauthorized areas. Students are never to be in these areas without express permission from the Assistant Principals. Administrative consequences will be issued for being in an unauthorized area.

Video Surveillance

Video cameras are in use throughout the school to help insure the safety of the students and staff in the building. Students who tamper with or damage the video equipment will be assigned a disciplinary consequence.

Explanation of Student Disciplinary Interventions

Student Conferences

Based on the disciplinary infraction, students may be required to have a conference with a teacher, administrator, or another student. The conference would provide an opportunity for all parties to discuss the situation and collaborate towards resolution of conflict or problem.

Student Contracts
Student contracts define for all parties the behavioral and academic expectations for students and supports that will be provided to students as they re-enter from another placement, return from a suspension or expulsion, or after a series of disciplinary infractions.

Teacher Detentions
Teachers may assign detentions to be completed with them. They will issue a copy of the Classroom Detention Notice to the student and will allow the student at least one-day notice. If the student fails to complete this obligation assigned by the teacher, the length of the detention will be doubled by the Assistant Principal. If this assignment is not completed within five (5) school days, an administrative detention may be assigned.

Loss of Privileges
Loss of privileges may include, but is not limited to, lunch detention, loss of parking pass, extracurricular/school event attendance privileges, and/or Senior Homeroom exemption.

Administrative Detentions
Students may receive detentions from an Administrator for violations of handbook policy. If the detention assignment is not completed by the deadline, further administrative consequences will be issued.

Removal from Classes
The Assistant Principals may remove a student from one or more classes and require attendance in the office or Study Hall on a temporary basis. Credit will be given for classroom work that is missed due to removal from classes only if the student submits completed assignments the day of return to class or as agreed upon with individual teachers. It is the student's responsibility to secure assignments from teachers.

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

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

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

Appeal of Discipline Decisions
Any parent/guardian has the right to request a review of any disciplinary action. If such a review is desired, the Associate Principal should be contacted as soon as possible in order to initiate the appeal procedure.

Step 1 Associate Principal

Step 2 Unit 5 Executive Director of Human Resources and Student Services (557.4400)

Step 3 Unit 5 Superintendent (557.4400)

Student Services

Accessibility

Assistance for persons with disabilities is available and should be requested as needed. Contact the high school office for assistance.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each "child with a disability" enrolled in the school. The term "child with disability" means a child 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. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact:

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

English Language Learners

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

Parents/guardians of English Learners will be: (1) 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, Leslie Webb at the unit office, 309.557.4039.

Child Find Responsibility

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

progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

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

Related Service Logs

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

Foreign Exchange Program

Classes and credit will be included so the foreign exchange student coming to Unit 5 can experience a full year of academics. The student will be a senior; however, only a certificate of attendance will be issued. Applications must be submitted to the Building Principal by May 1 of the previous year.

Student Monitors or Assistants

Some teachers utilize student assistance for secretarial work, lab assistance, office monitors, etc. In such cases, a "Request for Student Help" form should be completed and returned to the Assistant Principal.

Students must be under the direct supervision of a staff member at all times while serving as a student assistant and must follow all school rules regarding attendance and conduct.

Counseling Office

- Course selection/scheduling for students
- Career counseling, including Career Cruising
- College and Vocational counseling
- Registration of new students
- Individual counseling
- Academic counseling
- Communication with parents
- Collaboration with outside agencies as needed
- Test administration
- Assist with college applications, recommendations, and scholarships
- Gathering homework assignments
- Group counseling

Normal Community High School

Students A-Ch	Addie Ince	incea@uni5.org	557-4643
Students Ci-G	Ryan Short	shorter@unit5.org	557-4645
Students H-K	Carlie Newton	newtonca@unit5.org	557-4654
Students L-O	Jenn Giermann	giermanj@unit5.org	557-4642
Students P-Sm	Kristi Chase	chasek@unit5.org	557-4655
Students Sn-Z	Lashonna Harden	hardenl@unit5.org	557-4653
College and Career	Karrin Hawkins	hawkinsk@unit5.org	557-4654
Administrative Assistant	Laurie Beyer	beyerld@unit5.org	557-4644
Registrar	Penny Fisher	fisherp@unit.5.org	557-4652

Normal Community West High School

Students A-C	Brooke Bollmann	bollmannb@unit5.org	557-4963
Students D-H	Rachel Tohme	tohmer@unit5.org	557-4965
Students I-Mh	Lauren Goveia	goveial@unit5.org	557-4964
Students Mi-Se	Erin Hollenkamp	hollene@unit5.org	557-4967

Students Sf-Z	Sara Keag	keags@unit5.org	557-4966
College and Career	Corey Ostling	ostlingcm@unit5.org	557-4964
Administrative Assistant	Michelle Uphoff	uphoffm@unit5.org	557-4969
Registrar	Amber Rudge	rudgead@unit.5.org	557-4968

Employment Certificates (Work Permits)

Applications for Employment Certificates for 14 and 15-year-old students are available. Contact the Registrar in the Counseling Office. Certificates of Age will be issued for students 16 years of age and over.

Chestnut Health Services

A Chestnut Health Services Counselor provides confidential counseling services for students. Students can be referred by school staff, parent/guardian, or themselves to talk with the chestnut Counselor about a variety of life challenges including mental health and substance abuse concerns. To learn more about this service, contact the guidance office.

Project Oz Youth Specialist

Project Oz is a non-for-profit agency that operates in McLean County. A School Youth Specialist's responsibilities are to assist in the areas of truancy, academic deficiency, personal stress, and family related issues. Services may include tutoring, assisting families with locating resources, and one to one or family counseling. To learn more about this service, please contact the guidance office.

Applying For College

1. After selecting possible colleges, fill out an application online at the college website. Prepare applications thoroughly, having an adult review your application. Most online applications allow for the student to save their work along the way before submitting.
2. Application fees are usually required. Students with financial need may qualify for an application fee waiver. Check with your Counselor.
3. Obtain a "Transcript Release Form" from the Counseling Office or Counseling website for each college application in order for your official transcript to be sent. Each transcript will cost $3. Transcripts are only considered official if mailed from the high school.
4. Official ACT and/or SAT scores must be ordered directly from ACT (www.actstudent.org) or SAT College Board
5. (www.collegeboard.com).

Testing

Preliminary Scholastic Aptitude Test /National Merit Scholarship Qualifying Test (PSAT)

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT) is given to juniors in October. There is a fee charged for this test. Registration period will be in the daily announcements. State Farm and a number of other corporations and businesses use this test as a means of awarding scholarships. All college bound students are encouraged to participate.

Illinois Science Assessment (ISA)

The Illinois Science Assessment is administered each Spring to students in the 11th grade. The purpose of the ISA is to determine student/school/district performance on grade level standards in science. The IAR scores are used by the district to evaluate curriculum and instruction. The ISA scores are utilized by the state as the accountability measure as defined in its ESSA plan.

Pre-Scholastic Aptitude Test (PSAT 9 & 10)

The Pre-Scholastic Aptitude Test (PSAT) is administered to 9th and 10th graders on a date set by the state which usually occurs in mid-April. The purpose of the PSAT assessment is to determine student/school/district performance in Math and ELA. Students may use PSAT/SAT scores as a way to place directly into dual credit courses at Heartland Community College. Students may use PSAT scores as college readiness Indicators as scores correlate to the SAT.

AP Tests

The Advanced Placement (AP) program is offered by The College Board and provides high school students the opportunity to take a three-hour exam in May to potentially qualify for college course credit. All students throughout the world take a given exam on the same day. Although The College Board does not mandate taking an AP course before completing the exam, it is much more likely a student completing an AP course will be able to attain a qualifying score. Each exam is graded on a point basis with a range from one to five. A score of five, four, or three is considered to be a qualifying score. Illinois law requires each

public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. However, there is no guarantee that a college will accept AP credit. At the same time, The College Board indicates that over 90% of United States colleges accept AP credit and/or offer advanced placement. A student should determine potential credit or placement with the college he/she plans to attend. College websites often address AP credit and other opportunities to get advanced standing.

There is a cost for each exam. Students with financial need may qualify for a free/reduced fee. Students should check with the AP Coordinator (Counseling Office) to determine eligibility for the fee reduction. Registration for the exam will be necessary by the end of February in order to meet College Board deadlines.

Unit 5 is pleased to offer AP courses in several disciplines (English, foreign languages, mathematics, music, science, and social studies). Unit 5 will only offer AP exams that correlate to the ones taught this school year. Each AP class is expected to have the rigor of a comparable college level course. There are several AP options for junior and senior students.

For additional information and AP test schedule, contact your counselor, AP Coordinator, or The College Board website at http://www.collegeboard.com/student/testing/ap/about.html. That site will lead you to specific AP information.

College Entrance Tests

Most colleges require a college entrance test as a part of their admission requirements--American College Test (ACT) or Scholastic Aptitude Test (SAT). Illinois requires junior students to complete the SAT on a state designated testing date. The SAT is a graduation requirement for Illinois students. The state sponsored SAT will be administered, at no cost, to all juniors.

College entrance tests are usually taken in the spring or summer of the junior year in high school. You can take these tests as many times as you like. There is a fee charged for taking these tests. General information, test sites and registration materials for these tests are available in the Counseling Office or at www.actstudent.org or www.collegeboard.com.

School Psychologist - Social Worker

The school district employs school psychologists and school social workers who have specialized training. If you desire additional help with a particular problem, arrangements may be made by your counselor or Assistant Principal.

School Resource Officer

Through a joint partnership with the Normal Police Department, Unit 5 utilizes the School Resource Officer (SRO) program. The SRO acts as a liaison of the Normal Police by assisting students with law related advise, documenting police reports, and working with the Assistant Principals regarding investigations of a criminal nature.

Instructional Media Center (IMC)

IMC Access and Procedures

The Instructional Materials Center is open every day before and after school. Listed below are guidelines informing you on how to attend the IMC, expected behavior when using the IMC, and procedures for checking out IMC materials?

Before and After School:

1. Students are welcome and encouraged to use the IMC before and after school.
2. Students may use this time to locate learning materials, study, or use computers.

During Lunch Periods:

1. Students are welcome to come to the IMC during their lunch period.
2. Students may come to the IMC during homeroom only with a pass from their teacher.

From a Classroom:

1. Students must have a pass from their teacher to come to the IMC during class.
2. Since study hall students and classes are scheduled in the IMC, faculty are asked to send no more than five students at a time from class with a pass unless prior arrangement with the IMC staff have been made.

From a Study Hall:

1. Students must sign the IMC sign-out sheet in the study hall.
2. When classes are in the IMC, the number of students admitted from study hall will be adjusted because of seating limitations and demands of classes on computer availability. First priority will be given to students who have a pass from a teacher to work on an assignment.
3. Come directly to the IMC: do not stop at a locker, restroom, or Counseling Office.

Student Expectations for Using the IMC

Respect your peers' learning

1. Students must have a purpose for being in the IMC, even if it's just reading for pleasure or working on homework. Students must be engaged in what they came to the library to do, not spend the time napping or socializing.
2. Students are requested to keep their voices at a respected noise level.
3. Students must respect the right of everyone to accomplish study and work goals.
4. Students are requested to turn off cell phone ringers.

Respect your IMC Facility

1. Return library books, textbooks, laptops, supplies and games to designated places.
2. One student per seat.
3. Keep feet off of furniture.
4. Report broken or missing items.
5. Return furniture to its proper place.
6. Keep the facility clean by throwing away trash and picking up after yourself.

Circulation of IMC Materials

1. Your student ID serves as your library card for checking out all materials and technologies.
2. Students may check out books for reading and research in addition to school textbooks. Books may be checked out for three weeks. Books may be renewed unless a reserve request has been issued. Students are given a grace period after which a fine of $.10 per school day is charged for overdue books.
3. Reference and reserve books may be checked out after school. These books are due before first hour the following school day. Overdue reference and reserve books are charged $.10 per day.
4. Returning materials on time is your responsibility and will save you money. Overdue notices will be sent weekly. Report to the IMC as soon as possible after receiving an overdue notice. Students are financially responsible for lost, damaged, or stolen items checked out in their name. Fines and lost book charges are collected at registration and must be paid by seniors before graduating.

Textbooks

Textbooks are checked out to students through the IMC during school registration with their student ID. Students are asked to write their name inside the cover of the textbook Students who are dropping/transferring schools are responsible for returning all textbooks to the IMC before they leave. The drop form is available from the Assistant Principal. For students that are dropping a class, the drop form is available in the Counseling Office. All textbooks will be collected in the classrooms and returned to the IMC at the end of each semester (for semester classes) or at the end of the school year (for year-long classes). Students will be charged for lost, missing or destroyed textbooks at the end of the school year.

School Nurse

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

Procedures

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

Illness or Accidents at School

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

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

The Unit 5 District does make available low cost student accident insurance for all students that attend our schools. This insurance application is available at all our school buildings.

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 a child which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids.

Cross Reference:
Board Policy 4.170, *Safety*

Emergency Numbers

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

Immunization, Health, Eye, and Dental Examinations

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

Section 27-8.1 of the Illinois School Code states: "If a child does not comply…then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."
All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

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

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

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

1. DPT/DTaP/Tdap

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

Eye Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

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

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. *Board policy 6.140 governs the enrollment of homeless children*.

Student Medication

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

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

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

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

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

School District Supply of Undesignated Asthma Medication

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

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

School District Supply of Undesignated Glucagon

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

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

Administration of Medical Cannabis

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

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

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

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

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

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

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

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

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

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

Void Policy

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

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

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

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

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

Administration of Undesignated Medication

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

Disclaimers

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

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

Cross References:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

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

Student Concussions and Head Injuries

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

A student that participates in an interscholastic athletic activity and who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be immediately removed from participation or competition at that time. A student that participates in an interscholastic athletic activity who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until cleared to do so by a physician (licensed to practice medicine in all of its branches in Illinois) or a licensed athletic trainer working under the supervision of a physician and the District's return-to-learn and return-to-play protocols have been completed.

Vision and Hearing Screenings

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

conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Board Policy 7.305, *Student Concussions and Head Injuries*
Administrative Procedure 7.305-AP1, *Program for Managing Student Concussions and Head Injuries*
Exhibit 7.305-AP1, E1, Concussion Information
Administrative Procedure 7.305-AP2, *Concussion Care Protocol -Return-to-Learn and Return-to-Play*
Exhibit 7.305-AP2, E1 *Concussion Staging Form*
Exhibit 7.305-AP2, E2 *Return-to-Play Consent Form*
Exhibit 7.305-AP2, E3 *Concussion Care Graphic ~ Return-to-Learn and Return-to-Play*

Physical Education/Activity Restrictions

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

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

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

Disability Assistance

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

Health Information

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

Counseling

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

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

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

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

Safety Drill Procedures and Conduct

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

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement 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 dDrills will not be preceded by a warning to the students.

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

Reunification Site
In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for Normal Community High School and Normal Community West High School:

School	Reunification Site
NCHS	Eastview Christian Church
NCWHS	Eastview Christian Church

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

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

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

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

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. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Cross Reference:
Board Policy 7.250, *Student Support Services*

School Insurance
A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Care of Students with Chronic Health Conditions

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

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

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.

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.

Cross Reference:
Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

Procedures at Schools

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

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

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.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardian of the student requesting performance of a medical procedure during school hours.

Building Security

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

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.

All visitors to the building are required to check into the main office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay.

Co-Curricular Activities

Attendance at Co-Curricular Activities

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

Dances

Students must present their student ID to be admitted to dances. Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Under usual circumstances, students will not be allowed to return to a dance after they have left the building. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance**.** All school rules are applicable and in force during dances. A student who is assigned a disciplinary consequence as a result of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year.

For Homecoming and Prom, students may invite ONE guest and must complete the "Guest Permission Form" and have it approved by one of the Assistant Principals in advance. Guests must be at least freshmen in high school and also under the age of 21. Only pre-registered guests with photo ID will be admitted to these dances. This may apply at other dances as determined by building administration.

Good Night Rule

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

Statement of Policy for Co-Curricular Participation as Related to Drug Use, Alcohol Use, and Inappropriate Behavior

Unit 5 considers its student members of IHSA sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege at Unit 5. Because these students represent our high school, the standard of student conduct is necessarily high and without exception. It is the policy of Unit 5 that any student engaging in gross disobedience or misconduct or possessing or consuming alcoholic beverages and /or drugs, or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the team or club for which the student is current 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.

Transportation for School Activities

Students must utilize school transportation to and from all-school activities for which transportation is provided. BACC students may drive themselves to class each day if parents have signed off on transportation permission form.

For these events, parents/guardians 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/guardian to arrange safe transportation.

Organizations and Activities

School Clubs

All clubs meet before or after school as arranged by the sponsor and club members. Please consult the school website or the Counseling Office for a list of these activities.

IHSA Scholastic Competition Activities

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 4.7.

The student must also have participated actively in ten school-sponsored and/or community-related activities during high school. He or she 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 on the basis of 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.

IHSA Interscholastic Athletics

For information concerning each school's athletic program, please consult the school's website (listed below) or contact the Athletic Office.

Normal Community High School - http://www.il.8to18.com/nchs
Athletic Director Nic Kearfoot – Email kearfon@unit5.org Phone 557-4570

Normal Community West High School - http://www.il.8to18.com/ncwhs
Athletic Director Wes Temples – Email templesw@unit5.org Phone 557-4975

Student Interscholastic Activities Concussions and Head Injuries

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury, may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student-athlete may not return to play or practice until the student-athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

High School Interscholastic Athletic Activity Code – Revised April 2017

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

1. The student-athlete must be doing passing work in at least five (5) subjects (25 class hours). In addition, the student-athlete must have passed five (5) subjects (25 class hours) from the previous semester.
2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
    - *First Violation*: A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
    - *Second Violation*: A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
    - *Third Violation*: The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Illinois High School Association and the High School Handbook of the McLean County Unit District No. 5 schools.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

Modification of Athletic or Team Uniform Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Approved by Board of Education 4/26/2017

Academic Information

General Regulations

1. ~~No student other than fifth year seniors will be allowed to take less than six courses for credit during each semester (P.E. included.)¶~~
2. ~~A student may take a 7th course for credit during a semester.¶~~
3. ~~A student may take eight (8) courses for credit during one semester if they need: ¶~~
   a) ~~To recover credit to meet graduation requirements (seniors only). ¶~~
   b) ~~To meet college admission standards (all other classes are needed; not choice). ¶~~
   c) ~~To fix a scheduling conflict (no other equitable choice) or school error. ¶~~
4. ~~The following breakdown will be used to determine a student's grade in school at the start of the school year:¶~~
   a) ~~Freshman – 1st year of high school or less than 5 credits¶~~
   b) ~~Sophomore – 2nd year of high school and 5 credits required¶~~
   c) ~~Junior – 3rd year of high school and 13 credits required ¶~~
   d) ~~Senior – 4th year of high school, 17 credits ¶~~

1. All students are required to be enrolled in a minimum of six courses. An exception will be made for 5th year seniors.
2. A student is required to take a minimum of 6 credit bearing courses and may choose to take a 7th course for credit.
3. Students who enroll in a 0 Hour class are expected to leave after 7th hour and will provide their own transportation.
4. Middle School foreign 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.
5. The following breakdown will be used to determine a student's grade to start the school year:

a. Sophomore – 2nd year of high school and minimum of 5 credits required
b. Junior – 3rd year of high school and minimum of 11 credits required
c. Senior – 4th year of high school and minimum of 17 credits required

6. The following breakdown will be used to determine a student's grade after first semester. Students may request a status change for second semester:

a. Sophomore – 2nd year of high school and a minimum of 8 credits required
b. Junior – 3rd year of high school and a minimum of 13 credits required
c. Senior – 4th year of high school and is anticipated to meet graduation requirements by July 31.

Students can change status during the second semester. Credit deficient students who meet the minimum credit requirements to be reclassified will be after 1st semester.

a) To achieve 10th grade status - 2nd year of high school and 8 credits required
b) To achieve 11th grade status - 3rd year of high school and 11 credits required
c) To achieve 12th grade status – 4th year of high school and is anticipated to meet graduation requirements by July 31st

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

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 and principles of representative government, proper use of flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

NUMBER OF CREDITS TO GRADUATE

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

Completion of SAT Test (11th grade)

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 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 (No. 6.310)
See Page 6 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 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.

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:

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 his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may 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.

Weighted Grade System

Unit District No. 5 utilizes a weighted grade system for determining ~~class rank~~grade point average.. To indicate the weight of a class, the following symbols are placed behind the course title. ~~A maximum of 10 semesters of AP courses and all Honors courses will be weighted. For the class of 2018, a maximum of 26 semesters of weighted coursework (AP and Honors) taken at the high school level, will be used to calculate class rank. ¶~~

~~*Beginning with the class of 2019, there will be no limit on the number of weighted courses used to calculate GPA.~~

~~[AP] = AP Level (A=6, B=5, C=4, D=3, F=0)¶~~
~~[DC] = Dual Credit Level (A=5.5, B=4.5, C=3.5, D=2.5, F=0)¶~~
~~[H] = Honors Level (A=6, B=5, C=4, D=3, F=0)¶~~
~~[B] = Base Level (A=4, B=3, C=2, D=1, F=0)¶~~
~~Any course that does not have one of the three above symbols behind its name is Standard Level. (A=5, B=4, C=3, D=2, F=0)¶~~
~~¶~~
~~Academic Recognition¶~~
~~Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA. ¶~~
~~Summa Cum Laude designation: 5.1+ GPA¶~~
~~Magna Cum Laude designation: 4.85 – 5.099 GPA~~

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 Level	**[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=4**	**B=3**	**C=2**	**D=1**	**F=0**

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 student during the course selection process. Students should choose elective courses which will meet the particular requirements for admission to the college, training, programs or vocation for which they wish to qualify.

~~Changes for Second Semester~~¶

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 to the school counselor by the end of the last school day prior to spring break.

Course request verification information will be sent electronically to families 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 ~~summer school~~ credit recovery courses. Students must have prior written approval from ~~guidance~~ 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 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. ~~Scheduling conflicts due to computer error.~~¶
6. Missing requirement for university admissions. Students will need to produce documentation from the university stating a specific course is needed for admission.
7. Drop a yearlong class that has been failed 1st semester and add a 2nd semester class.
8. Students enrolled in a study hall may choose to enroll in a class in the first 5 days of a semester.

Changes for Second Semester

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

1. Drop class to move to 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 six full weeks of the semester.
Students enrolled in seven courses may drop an elective course for a study hall within the first six 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 six (6) weeks of the semester**. ~~When moving down a level, students must show that all possible interventions/ resources were utilized to be successful in the present level before the level change will be granted by the office.~~
~~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 six weeks of the semester.~~ In order 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 second semester must be submitted within the first week of 2nd semester.

Credit for Alternative Courses and Programs and Course Substitutions

Board Policy 6.310 - Credit for Non-District Experiences

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 level
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 ~~during~~ outside ~~the school day~~ 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 aforementioned credit limitations apply only to a student enrolled full time.

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 school day for district supported credit recovery.

~~The off campus course grade will not count toward Unit 5 cumulative grade point, grade point average (GPA), or class rank.~~
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 level.

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 ~~cumulative grade points,~~ grade point average (GPA), ~~or class rank~~.

~~**Correspondence Courses**¶~~
~~A student enrolled in a correspondence course may receive high school credit for work completed, provided:¶~~
~~¶~~

1. ~~The student is a fourth or fifth year student.¶~~
2. ~~The course is given by an accredited institution and approved in advance by the Building Principal or designee.¶~~
3. ~~The student assumes all financial responsibility.¶~~

~~¶~~
~~The correspondence course grade will not count toward Unit 5 grade point average (GPA).¶~~

Exchange Programs
A foreign exchange student will not be granted a diploma. In lieu of a diploma, a foreign exchange student will be awarded a certificate of attendance.

A Unit 5 student will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal or designee. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

1. The student assumes all financial responsibility.

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

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

1. The student assumes all financial responsibility.

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 to 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. 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, prior to each week, the days in which students will report to the classroom (required attendance days) and the days in 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 are able to attend class daily as the teacher is required to be in the classroom.

Substitutions for Physical Education

~~A junior or senior student may be excused from physical education courses for one of the following reasons with approval in advance by the high school Building Principal or designee:¶~~

~~¶~~

1. ~~Enrollment in academic classes that are required for admission to an institution of higher learning.¶~~
2. ~~Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.¶~~
3. ~~Ongoing participation in an interscholastic athletic program.¶~~
4. ~~Ongoing participation in a marching band program for credit.¶~~
5. ~~Participation in an adaptive athletic program outside of the school, in the case of a student who has an individualized educational plan. ¶~~

A student in grades 11-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate. 1. Ongoing participation in a marching band program; 2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District; 3. Ongoing participation in an interscholastic athletic program; 4. Enrollment in academic classes that are required for admission to an institution of higher learning; or 5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

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.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

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

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

Re-Entering Students

Individuals younger than 21 years of age 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.

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

Proficiency Exam

The music department may administer a proficiency exam to enroll in a course. See prerequisite for individual department classes.

- The music department may administer a proficiency exam to enroll in a course.
- Advancement to a higher-level foreign language class is contingent upon a 70% passing score on the department placement exam. Students advancing to a higher level will not receive credit for courses in which they were not enrolled. Test outlines are available from foreign language teachers.

Report Cards

Progress Reports and Academic Report Cards will not be mailed to parents of high school students who have internet access. If you have internet access, you may view your student's report cards through the family portal link from either the Unit 5 website or the individual school website. If you do not have internet access, your student's Progress Reports and Academic Report Cards will be mailed to you. Parents/guardians are invited to contact the individual teachers and/or counselor regarding these reports.

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 computed accordingly.

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 with Study Halls may be excused pending approval from school administration.

Final Exam Policy

~~Any Junior or Senior with an "A" grade average in a class on the last day of the semester will be exempt from the semester final exam in that class.~~

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.

Honor Roll

The High School publishes a school-wide Honor Roll at the end of each semester. Students with a GPA of 4.6 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.

Seal of Biliteracy

Unit 5 Schools will offer both the Seal and Commendation to graduates beginning in 2019 pending ISBE approval. Students will qualify through 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 Telegu, 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). Counselor will verify that students met college readiness benchmarks for SAT as well as the benchmark score for the additional/second/home language. Unit 5 Schools will offer both the Seal of Biliteracy and State Commendation toward.

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 SAT 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 a minimum score of 480 on the SAT. 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.

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 web site. 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 web site at www.ncaaclearinghouse.net. Unit 5 does not make the eligibility determination nor determine the classes that will count toward the core requirement.

Early Graduation

The counselor should be consulted if a student wishes to graduate early. Class rank will be determined at the end of the 7th semester for December graduates. A form, signed by the parent/guardian must be submitted to the guidance counselor. Students graduating in December are invited to participate in the graduation rehearsal and the commencement ceremony.

Students who anticipate graduating after six (6) semesters, will need to submit an early graduation form to the guidance office prior to the start of their fifth semester (third year). Students graduating after 6 semesters (3 full years) will not be required to fulfill the 3.5 credit requirement for Physical Education. These students are only required to complete 3.0 credits of Physical Education/Health to graduate.

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, with white collars provided for female graduates 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: 5.1+ GPA
Magna Cum Laude designation: 4.85 – 5.099 GPA

Commencement is an event to celebrate the graduation of the class as a whole and is not a time to display individuality of expression or attire. Unauthorized decoration or modification of the cap or gown will not be permitted. Participation will be limited to eligible students who are properly attired.

Records

Definition

School student records are confidential and information contained therein shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

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

2. Information maintained by law enforcement professionals working in the school.

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after a student has transferred, graduated or otherwise permanently withdrawn. A student's permanent record contains the following information:

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

And may also consist of:

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

A student's temporary record contains the following information:

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

And may also consist of:

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

***A parent/guardian may ask the District to remove scores of college entrance exams from their student's academic transcript. This includes the state assessment that incorporates a College Career Readiness determination. To request removal, parent/guardian must submit a written request to the principal.**

Inspection and Access

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

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

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

Confidentiality

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

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

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

Challenging Student Records

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

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

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.
At the hearing each party shall have the following rights:

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

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

documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

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

Destruction of School Student Records

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

Adverse Action

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

Student Privacy Protections

Surveys

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 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 program eligibility for participation in a program or for receiving financial assistance under such 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 exercised this option.

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

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.

Cross Reference:
Board Policy 7.340, *Student Records*

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with *The School Code*.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent shall inform students of:

1. Their right to refrain from performing, participating in, or observing dissection, and
2. Which courses contain a dissection unit and which of those courses offers an alternative project.

Cross Reference:
Board Policy 6.100, *Using Animals in the Educational Program*

Physical Education/Health

The PE uniform consists of a gray PE t-shirt with your last name across the back, black PE shorts, and athletic shoes. Students will not be allowed to participate in flip flops, slippers, boots, etc. Shirts must have sleeves and cover your stomach/back. Sweatpants and sweatshirts are allowed. All students are required to have a padlock to lock up their clothes and personal items in a Physical Education locker. Locks may need to be removed when you leave class each day. Unit 5 is not liable for stolen property. Do not leave cash or valuable items in Physical Education lockers.

Loaner clothing items are available in a variety of sizes for students who occasionally forget their PE clothes. Students will be able to borrow up to 5 times per quarter. Loaner t-shirts, shorts, and athletic shoes are available on a first come first serve basis. Exemption from Physical Education/Medical Excuse/Exemption
If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

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

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

Religious Exemption

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

Cross references:
Board Policy 7.260, *Exemption Form Physical Activity*

Parental Notification

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.

McLean County Unit District No. 5

High School Handbook

Parent/Student Forms

Letter to Parents 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

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

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

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

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

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

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

Signed _____ Date _____

Student Authorization of Acceptable Use of Electronic Network

Exhibit

User Signature of Agreement:

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

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

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

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

User Name (Please Print):_____

User Signature: _____

Date: _____

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

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature _____

Date: _____

High School 1:1 Laptop Program Agreement
2022-2023

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

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

_____

Student Name (print)

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

_____ _____ _____

Parent/Guardian Name (print) *Parent/Guardian Signature* *Date*

March, 2016

District 87/Unit 5
Medication Authorization Form

Name: _____ **Date of Birth:** _____
(Last, First, Middle Initial)

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

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

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

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

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

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	**PHONE:**
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
Dose:	
Time of Administration:	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	Yes No

Date	Physician's Signature **Only**	Physician's Telephone

Nurse's Initials_____

11 December

_____ High School **Athletic Permission Record and Student Information** **2020-2021**	**This box is for office use only** All Sport Physical Date Winter Sport Spring Sport _Obligation

Please Print Legibly

_____ 9 10 11 12 _____/____/_____
Student Name *Circle School Year:* *Birth Date (mm-dd-year)*

_____ _____ _____
Address *City* *Zip*

_____ _____ _____
Mailing Address *City* *Zip*

_____ _____ _____
Parent/Guardian Name *Phone #* *Email Address*

_____ _____ _____
Emergency Contact *Relationship* *Phone #*

_____ _____ _____
Family Doctor *Phone #* *Hospital Choice*

Any Current or Recurring Medical Conditions? Explain:_____

*List Medication(s) Being Taken:*_____

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

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

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

☐ Other_____

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

Name of Insurance Company:_____Policy #_____

Expiration Date:_____

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

Is this student new to Unit 5 this year? Yes_____ No_____

To Be Read and Signed By The Student:

1. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.

2. Before I am allowed to participate, I must: (a) provide the District with a certificate of physical fitness [the ***Pre-Participation Physical Examination Form*** from the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) serves this purpose], (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, ***IHSA Sports Medicine Acknowledgment and Consent Form, Acknowledgement and Consent***.

3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.

4. I understand that *Board policy 7.305*, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.

5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

6. I wish to participate in co-curricular athletics that are **circled**:

Sports Offered: Please circle all that apply

Fall	**Winter**	**Spring**
Cheerleading	Basketball	Baseball-*b*
Cross Country	Swim-*b*	Tennis-*b*
Golf	Cheerleading	Soccer-*g*
Football	Wrestling	Track
Soccer-*b*	Dance	Softball-*g*
Swim-*g*		
Tennis-*g*		
Volleyball-*g*		

_____ _____

Student Signature *Date*

To Be Read and Signed By The Parent/Guardian of The Student:

School Activity Transportation and Athlete Code

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.

As the parent/legal guardian of the above-named student, I give permission for him/her to practice and compete in any of the IHSA interscholastic sports or activities offered. By signing below, I grant my permission for my child to receive treatment at my expense from a physician, nurse, or other professional medical personnel including transfer to any hospital reasonably accessible, which may be needed, in my absence due to injuries sustained while participating in athletics for a Unit 5 school. Furthermore, my son/daughter and I have read and understand the Athletic Code as set forth by_____ High School of Unit District No. 5, and agree to abide by it.

IHSA Steroid Random Testing Policy Consent

As a prerequisite to participation in IHSA athletic activities, we agree that the undersigned student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have read this form and understand that the student may be asked to submit to testing for the presence of performance-enhancing substances in his/her body, and the student does hereby agree to submit to such testing and analysis by a certified laboratory.

We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in the student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol that is available on the IHSA website at www.IHSA.org. We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject the student to penalties as determined by IHSA. No student-athlete may participate in IHSA competitions unless the student and the student's parent/guardian consent to random testing.

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.

2. I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

_____ _____

Parent/Guardian Signature *Date*

Concussion Information

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

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

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

Symptoms may include one or more of the following:

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

Signs observed by teammates, parents and coaches include:

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

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

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

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

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

If You Think Your Child Has Suffered a Concussion

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

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

IHSA Policy requires students to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches

prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

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

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

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:

http://www.cdc.gov/headsup/youthsports/index.html

_____	_____	_____
Printed Name of Student Athlete	Signature of Student Athlete	Date

_____	_____	_____
Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

Board Policy 7.305, *Student Concussions and Head Injuries*
Board Policy 7.305-E1, *Exhibit – Concussion Information*

McLean County Unit District No. 5

Junior High School Handbook

2022-2023

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

McLean County Unit District No. 5

Chiddix Junior High School

300 S. Walnut Street
Normal, Illinois 61761
Main Line: (309) 557.4405
Attendance Line: (309) 557.4454
Fax: (309) 557.4506
Web address: www.unit5.org/cjhs
Ms. Mariana Nicasio, Principal
MrsKelly Fitzgerald~~: Elisa Palmer~~, Associate Principal

Evans Junior High School

2901 Morrissey Drive
Bloomington, Illinois 61704
Main Line: (309) 557.4406
Attendance Line: (309) 557.4455
Fax: (309) 557.4507
Web address: www.unit5.org/ejhs
Mrs. Kimberly Martin-Boyd, Principal
Mrs. Brett Papoccia~~Rachael Hernandez~~, Associate Principal

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Kingsley Junior High School

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

Parkside Junior High School

101 N. Parkside Road
Normal, Illinois 61761
Main Line: (309) 557.4408
Attendance Line: (309) 557.4457
Fax: (309) 557.4912
Web address: www.unit5.org/pjhs
Ms. Karrah Jensen, Principal
Mr. Jon Haws, Associate Principal

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McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: www.unit5.org
General E-mail: district@unit5.org

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Emily Kautz, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Webb, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

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

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Kim Stewart, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4103

Norm Hicks, Supervisor – Maintenance/Grounds Services	557.4103
Craig Montgomery, Supervisor – Custodial Services	557.4103
JoAnna Rewerts, Director of Food Service	557.4437

SECTION 1 - GENERAL INFORMATION AND NOTICES

OVERVIEW

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

MCLEAN COUNTY UNIT 5 SCHOOLS MISSION STATEMENT

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

MCLEAN COUNTY UNIT 5 SCHOOLS DIVERSITY STATEMENT

Dear Unit 5 Community Members,

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

Sincerely,

Dr. Kristen Kendrick-Weikle	Dayna Brown
Superintendent	Director of Communications/Community Relations Diversity Officer

VISITORS

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

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

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

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

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

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

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

Cross Reference:
Board Policy 6.100, *Using Animals in the Educational Program*
Exhibit 6.100-E1*, Guidelines and Application for Using Animals in School Facilities*

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, 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 co-curricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

School Volunteers and Visitors

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

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

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Emergency School Closings

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

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

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

Video & Audio Monitoring Systems

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

Cross Reference:
Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

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

Cross Reference:
Board Policy 8.70, *Accommodating Individuals with Disabilities*

Awareness and Prevention of Child Sexual Abuse,Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, 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 dialog 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

· 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 dialog
- 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)

Cross Reference: Board Policy 4.165

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 in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:
7:285, Food Allergy Management Program
7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

MCLEAN COUNTY UNIT 5 MEAL PROGRAMS INFORMATION

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

ENTERING PAYMENTS ONLINE USING FAMILY PORTAL

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

IDENTIFYING STUDENTS IN THE BREAKFAST & LUNCH LINES

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

FOOD SERVICE ACCOUNT

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

Please send deposits in an envelope listing student's legal name, head of household's full name and amount to deposit into the family account. Envelopes are available in the junior high cafeterias, and a drop box is located on the serving room door. Deposits in the drop box by 9:30 a.m. will be in your child's account before lunch that same day. Checks should be made payable to McLean County Unit 5 Food Service. The meal costs for breakfast and lunch are posted on

the menus at unit5.org. Please do not combine checks for anything else with your food service deposit. There will be no change given. Whatever you send will be deposited into your account. Any checks returned from the bank will be subtracted from the lunch account and a $25 fee will be charged for each returned check.

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

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

ALA CARTE PURCHASES

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

STUDENTS QUALIFYING FOR FREE OR REDUCED-PRICED MEALS

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

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

SECTION 2 - ACADEMIC PROGRAM

OVERVIEW

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

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

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

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

INSTRUCTIONAL MATERIALS CENTER

The IMC provides Information Literacy Instruction and 21st Century Skills through collaboration with classroom teachers. Various materials including print, audio, and online resources are available for use and check out; the loan period for most items is three weeks. Students are assessed late fees per school day per item if not returned by the

due date. The IMC also promotes lifelong learning and reading through collaboration with the local public libraries and other Junior High libraries in programming and special events.

PHYSICAL EDUCATION

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

MEDICAL EXCUSE FROM PHYSICAL EDUCATION/HEALTH

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

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

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

RELIGIOUS EXEMPTION FROM PHYSICAL EDUCATION/HEALTH

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

Cross references:
Board Policy 7.260, *Exemption from Physical Activity*

COMPUTER TECHNOLOGY

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

HOMEWORK

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

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

GRADE REPORTS

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

SECTION 3 - ATTENDANCE & PROMOTION

ATTENDANCE

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

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

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

ARRIVAL TIME PROCEDURE

OVERVIEW

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

DISMISSAL TIME PROCEDURE

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

Unit 5 Bus Riders

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

Car Transportation

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

Walkers

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

EARLY DISMISSAL

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

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 his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. ~~T~~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
- Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required)
- Unavoidable accident or emergency
- Official school trips
- Observance of a Religious holiday or event
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Court Appearance (beyond student's control)
- Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
- Military Family Absence*
- Other situations beyond the control of the student as determined by the board of Education in Board Policy 7.70

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

Students who are 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:

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

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

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

Reporting Absences

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

parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

Procedure for Leaving School Early

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

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

Procedure for Arriving Late to School

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

Prearranged Absences

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

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

WITHDRAWAL FROM SCHOOL

Parents must notify the guidance office of their student's intent to withdraw. On the student's last day of attendance he/she must report to the guidance office before school. After the student checks out of each class and clears all financial obligations, he/she will be eligible for a refund of the unused portion of registration fees. The student's records will be forwarded as soon as the guidance office receives written authorization for the records to be released.

Release Time for Religious Instruction/Observance

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

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

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

ATTENDANCE AT SCHOOL ACTIVITIES

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

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

MAKE-UP WORK

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

Arranging Make-Up Work

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

Make-Up Work for Absences

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

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

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

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

TRUANCY

A "truant" is defined as an unauthorized absence from homeroom, an entire class or classes a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such

attendance for more than 1% but less than 5% of the past 180 school days. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" from such attendance for 5% or more of the previous 180 regular attendance days. A "truant minor" is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

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

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

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

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

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

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

FALSIFICATION OF ATTENDANCE INFORMATION

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

CHRONIC ABSENTEEISM

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

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

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse, the student's counselor and an administrator. The purpose will be to discuss the reasons for those absences.
Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of

chronic absence be understood and reviewed regularly.

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

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

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

HOME AND HOSPITAL INSTRUCTION

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

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

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

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

GRADING & PROMOTION

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

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

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

SECTION 4 - STUDENT FEES

OVERVIEW

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

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; ~~or~~
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children)~~.~~; or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

Fees for 2022-2023 School Year

All Grades	$ 125.00
Middle School Before School Program	$ 85.00 (Per Quarter)
Activity Fee	$ 85.00 (Per Activity)
Technology Fee	$ 55.00
1:1 Device Rental Fee	
Grade 6, 7 & 8 (ChromeBook)	$ 0.00
Breakfast Prices	$ 1.50
Reduced	$ 0.30
Lunch Prices	$ 2.40
Reduced	$ 0.40
Extra Milk	$ 0.55

Fines, Fees, and Charges; Waiver of Student Fees

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

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

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

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

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

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

Cross Reference:
Board Policy 4.140, *Waiver of Student Fees*
Administrative Procedure 4.140-AP1, *Fines, Fees, and Charges – Waiver of Student Fees*
Exhibit 4.140-E1, *Application for Fee Waiver* 278

SECTION 5 - TRANSPORTATION & PARKING

OVERVIEW

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

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

BUS TRANSPORTATION

Bus Assignment

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

Bus Service

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

GENERAL RULES FOR UNIT 5 SCHOOL BUS RIDERS

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

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

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

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

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

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GROSS MISCONDUCT

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

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

Bus Discipline

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

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

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

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

PRIVATE TRANSPORTATION

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

BICYCLES

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

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

PEDESTRIANS

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

TRANSPORTATION FOR SCHOOL ACTIVITIES

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

Parking

The school has many locations available for school visitor parking.

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

Cross Reference:
Board Policy 4.110, *Transportation*
Administrative Procedure 4.170-AP3, *School Bus Safety Rules*
Board Policy 7.220, *Bus Conduct*
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 6 - Health & Safety

SCHOOL NURSE

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

PROCEDURES

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office on the sign-in sheet on the nurse's desk.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact 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 which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

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

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

Cross Reference:
Board Policy 4.170, *Safety*

Emergency numbers

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

Immunization, Health, Eye and Dental Examinations

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

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

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

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

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

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

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

EYE EXAMINATION

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

DENTAL EXAMINATION

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

EXEMPTIONS

A student will be exempted from the above requirements for:

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

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

Student Medication

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

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

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a School Medication Authorization Form. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication, epinephrine injector, or medication required

under a qualifying plan, or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

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

School District Supply of Undesignated Glucagon

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

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

Administration of Medical Cannabis

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

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

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and

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3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

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

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

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

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

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

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

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

Void Policy

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

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

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

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

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

Administration of Undesignated Medication

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

Disclaimers

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

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

Cross References:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

FAILURE TO FOLLOW MEDICAL PROCEDURES

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

Student concussions and head injuries

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

VISION AND HEARING SCREENINGS

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

DISABILITY ASSISTANCE

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

HEALTH INFORMATION

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

Counseling

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

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

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

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

Safety Drill Procedures and Conduct

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

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement lockdown drill to address a school shooting ~~an active shooter~~ 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 d~~D~~rills will not be preceded by a warning to the students.

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

Reunification Site

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

School	**Reunification Site**
CJHS	Eastview Christian Church
EJHS	Eastview Christian Church
KJHS	Eastview Christian Church
PJHS	Eastview Christian Church

Communicable Diseases

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

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

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

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

Cross References:
Board Policy 7.280, *Communicable and Chronic Infectious Disease*
Administrative Procedure 7.280-AP1, *Managing Students with Communicable or Infectious Diseases*

Head Lice

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

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

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. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Cross References:
Board Policy 7.250, *Student Support Services*

STUDENT INSURANCE

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

Care of Students with Chronic Health Conditions

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

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

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

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

Cross References:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*

PROCEDURES AT SCHOOLS

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

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

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

Cross References:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

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.

Cross References:
Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

TREATS AND SNACKS [K-8]

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

Cross References:
Board Policy 7.285, *Food Allergy Management Program*
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*
Exhibit 7.285-E1, *Food Allergy Awareness*
Board Policy No. 6.50 *School Wellness*

BUILDING SECURITY

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

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

SECTION 7 - DISCIPLINE & CONDUCT

STUDENT BEHAVIOR

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

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

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

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

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

WHEN AND WHERE CONDUCT RULES APPLY

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

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

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
   e. practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 2.270.Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
   f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
   g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
   h. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
   i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
   j. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

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

5. Students are allowed to possess and use electronic mobile devices before 8:45 a.m. and after 3:45 p.m., provided they do not cause a disruption ~~. Throughout the school day, devices should not be seen but rather kept in a student's locker or backpack. Students may use devices during school hours if:~~ and are not used, seen or heard during instructional time unless:

   a. The supervising staff member grants permission;
   b. Use of the device is provided in a student's IEP; or
   c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, smart watch, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the devices to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic mobile device, including but not limited to 'sexting' or physical aggression.

6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
10. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, a school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied with the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
20. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Students are not allowed to receive deliveries during school hours including, but not limited to food items (Pizza, etc.) gifts (bouquets, balloons, etc.). Any deliveries will remain in the office until the end of the school day. Deliveries for food items will be refused, unless arranged in advance with school administration.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of

an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

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

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

DISCIPLINARY MEASURES

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

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

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

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

WEAPONS

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

(1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
(2) observes, or has reason to suspect that, any person on school grounds is or was involved in a drug-related incident, or
(3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

DELEGATION OF AUTHORITY

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

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

STUDENT HANDBOOK

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

A student handbook, including the District's student disciplinary philosophy, disciplinary policies and rules, shall be posted on the district and school websites after July 1st.

Gang AND Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross references:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Vandalism/Damage to Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies

Bullying, Intimidation and Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon actual or perceived race, color, ~~nationality~~national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or

mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct; Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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. ~~name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.~~ Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student Nondiscrimination Coordinator, a school counselor or building administrator or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Contact the school or district office for the name(s) of the Nondiscrimination Coordinator and/or Complaint Managers.

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or

emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.
The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. *Board policy 7.20*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    b. *Board policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence
    b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board policy 7.20*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in *Board policy 6.60.* This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with *Board policy 6.65.*
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Cross-references:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Prevention and Response to Bullying, Intimidation, and Harassment*
Board Policy 7.185*, Teen Dating Violence Prohibited*
Board Policy 7.190, *Student Behavior*

Theft or Possession of Stolen Property

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Cross References:
Board Policy 7.190, *Student Discipline*
7.190-AP2, *Gang Activity Prohibited*

Obstruction of an Investigation

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and delay the prompt resolution of school related problems. Students will be subject to detention assignments, or suspension from school. Students who obstruct an investigation may also be reported to appropriate law enforcement agencies.

Insubordination

Students have an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to identify themselves to any staff member in regard to all aspects of their behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in detention(s), suspension or a possible expulsion recommendation.

Behavior at School Activities

School activities, including events held away from the school facility, are an extension of the educational program. The same standards of conduct apply when students attend school activities as apply during the school day.

Fighting

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

Public Display of Affection

Behaviors that are not appropriate for public places make other people uncomfortable show poor judgment and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection. An In-School Suspension or Out of School Suspension may be assigned for flagrant offenses. Continued offenses will be handled as willful insubordination by the administration. Suspension or expulsion may result.

School Dress Code ~~/ Student Appearance~~

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. ~~Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.~~ 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. 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.
- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Hair styles, dress, and accessories (scarfs/headbands) that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- ~~Chains may not be displayed on student clothing.~~ ¶
- ~~Clothing that fails to adequately cover the body will not be permitted.~~
- 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 with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the ~~Building Principal~~ 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 acceptability of a particular item of clothing, check with the Associate Principal before wearing the items to school. First-time offenders will be required to correct the violation before returning to class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or In School Suspension. Persistent violations will be handled as willful insubordination and a disciplinary consequence may be assigned.

Cross References: Board Policy 7.160, *Student Appearance*

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Behavioral or safety concerns;
- Denial of permission from administration;

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- Other reasons as determined by the school.

Cross References:
Board Policy 6.240, *Field Trips*

BEHAVIOR CONSEQUENCES/INTERVENTIONS

REMOVAL FROM THE CLASSROOM

Any certified person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health or property. Removed students shall be directed to report immediately to the Associate Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Principal or designee pending further discipline when applicable.

DETENTION ASSIGNMENTS

Detention assignments may be made by individual teachers or by the Administration. Detentions may be assigned before school, after school, or during lunch. Lunch detentions may be issued at the teacher's or administrator's discretion. Students will be given written notice at least one day before the assignment is to be completed. Students must arrange for their own transportation after a detention assignment. Detention forms must be signed and returned, and detentions must be completed as assigned. A missed detention will be doubled. Students who fail to complete doubled detentions may be assigned an in-school suspension.

IN-SCHOOL SUSPENSION

An administrator may assign an In-School Suspension as a consequence for inappropriate behavior choices. Students will be supervised in the school by an administrator, teacher or teaching assistant during the In-School Suspension. Teachers will supply classroom work/activities and the students will work on assignments throughout the day.

OUT-OF-SCHOOL SUSPENSION

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

EXPULSION FROM SCHOOL

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

RE-ENGAGEMENT OF RETURNING STUDENTS

The Building Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion, or other extended absence related to a disciplinary action, and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross Reference:
Board Policy 7.190, *Student Discipline*
Board Policy 7:190-AP2, *Gang Activity Prohibited*

SECTION 8 - INTERNET, TECHNOLOGY & PUBLICATIONS

INTRODUCTION ¶

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment. ¶

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SCOPE ¶

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action. ¶

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TERMS AND CONDITIONS OF THIS AGREEMENT ¶

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/guardian have carefully read, understand, and agree to the terms and conditions given within this procedure. ¶

1. ***Privileges:*** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time. ¶
2. ***Acceptable Use:*** Inappropriate material or communications defined: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following: ¶
    - Copyrighted material ¶
    - Criminal activities or terrorist acts ¶
    - Illegal solicitation ¶
    - Threatening or obscene material ¶
    - Sexism or sexual harassment ¶
    - Racism ¶
    - Material protected by trade secrets ¶
    - Pornography ¶
    - Inappropriate language ¶
    - Disrupting the educational experience of others ¶
    - Gambling ¶
    - Explosive devices ¶
    - Political lobbying ¶
3. ***Etiquette:*** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following: ¶
    - Using obscene language ¶
    - Harassing, insulting or attacking others ¶
    - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus) ¶
    - Violating copyright laws ¶
    - Using others' passwords ¶
    - Trespassing in others' folders, documents, or files ¶
    - Intentionally wasting limited resources ¶

- Employing the network for commercial purposes ¶
- Sharing confidential information on students or employees ¶
- Sending or displaying offensive messages or pictures ¶
- Promoting, supporting or celebrating religion or religious institutions ¶
- Accessing personal computer devices (Peer to Peer) outside the District's electronic network. ¶

4. ***Vandalism:*** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to, overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration. ¶
5. ***Service Disclaimer:*** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources. ¶
6. ***Filtering, Monitoring, and Review:*** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites are being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered. ¶
7. ***Network:*** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist. ¶
8. ***Internet:*** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure. ¶
9. ***Computers Use:*** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal

action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedures exist.¶

10. ***Student Email:*** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:¶

- Promote, or support political functions or agenda's in any way, both internally and externally. ¶
- Promote, or support private business or industry, especially the originators own private concern or business. ¶
- Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual. ¶
- Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators. ¶

¶

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist. ¶

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Secondary students and their parents/guardians must sign the *Student Authorization for Electronic Networks Access* form and return it to the appropriate building administration before students will be granted access to District electronic networks.¶

¶

Please see Parent Forms at the end of the handbook to view the district's 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process. ¶

¶

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, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, 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 Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:
a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. 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;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without his/her consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. 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:
a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. 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.
e. Do not use the networks in any way that would disrupt its use by other users.
f. 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 Building Principal. 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 cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in 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 the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.
a. 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.
b. 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.
c. 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.
d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and 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 education tool.
a. 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.
b. 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.
c. 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 and all email messages transmitted to external recipients.
d. 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.

e. 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 is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

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.

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.

Cross Reference:
Board Policy 6.235, *Access to Electronic Networks*
Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*
Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Principal,e.g., ~~such as~~, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a. Will cause 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. Is reasonably viewed as promoting illegal drug use; or
   e. ~~Is primarily prepared by non-students.~~ 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, as long as 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 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

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, and/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 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. Is reasonably viewed as promoting illegal drug use;

5. 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, as long as the material to be distributed or accessed is primarily prepared by students ; or

6. 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) for 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.

Cross Reference:
Board Policy 7.310, *Restrictions on Publications*

BULLETIN BOARDS, SIGNS AND POSTERS

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

Annual Notice to Parents about Educational Technology

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 Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular 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, student ID number
- Demographic information
- Enrollment information
- 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

SECTION 9 - SEARCH & SEIZURE

OVERVIEW

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

Cross Reference:
Board Policy 7.140, *Search and Seizure*
Exhibit 7.140-E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act*

STUDENT SEARCHES

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:
Board Policy 7.140, *Search and Seizure*

SECTION 10 - ATHLETICS AND CO-CURRICULAR ACTIVITIES

OVERVIEW

Unit 5 considers its student members of Illinois Elementary School Association (IESA) sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege. Because these students represent our school, the standard of student conduct is necessarily high and without exception.

CLUBS/ORGANIZATIONS

Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet before or after school. Specific information on membership and participation will be in the announcements and posted on the office bulletin board.

Interscholastic Athletics

IESA

Eligibility for most athletics is also governed by the rules of the IESA and, if applicable, these rules will apply in addition to Unit 5's Athletic Code of Conduct. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

ATHLETIC ELIGIBILITY

Eligibility will be determined for all students who are involved in athletic activities. If a student is receiving a score for a course that indicates a lack of evidence of progressing towards mastery he/she will be ineligible to participate in athletic contests during the following week. Administrators and ~~c~~coaches may establish stricter eligibility rules for their respective sport. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.

PROCEDURE FOR INELIGIBLE STUDENT

Students declared academically ineligible will not participate in athletic contests. They may be required to practice, required to study at school during practice time, or not allowed to remain at school during practice time. Ineligible students may not dress in uniform for athletic contests; however, they may sit on the bench ~~in street clothes. This will be at the coach's discretion.~~ An administrator may also require an ineligible student to stay in school when an away game requires an early release from school. The ineligible-to-participate period is from 8:45 a.m. Monday to 8:45 a.m. the next Monday.

REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity (including try-out):

- A copy of the student's birth certificate.
- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
- Other information as requested by the administration.

DUAL PARTICIPATION GUIDELINES

If a student participates in two or more overlapping IESA sports or one IESA sport combined with cheerleading or pompoms, the athletic director or designee will meet with the coaches and students involved to determine a reasonable practice and game participation schedule for the student.

The athletic director or designee will make every effort to ensure that the student has every opportunity to successfully participate in dual activities without compromising the integrity of the activities.

GIRLS ATHLETICS	BOYS ATHLETICS
Basketball	Baseball
Cheerleading	Basketball
Cross Country	Cross Country
Dance	Track
Softball	Wrestling
Track	
Volleyball	

ATHLETIC CODE

It is the policy of the McLean County Unit 5 School District that any student engaging in gross disobedience or misconduct, or possessing or consuming alcoholic beverages and/or drugs, possessing or consuming over the counter chemical substances or engaging in illegal or other inappropriate behavior which reflects poorly on the school and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions including, but not limited to, immediate suspension from the team or club for which the student is currently participating. The Building Principal or designee, team coach or club sponsor, Associate Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate will announce the disciplinary sanctions and/or suspension at a conference that may be attended. Refer to Athletic Code in the Appendix.

DRUGS, ALCOHOL AND TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the “Medication at School” section of the handbook for appropriate use of prescription and over the counter medicine at school.

RULES IN EFFECT

The rules set forth in the Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

Any athlete who is absent from school on the day of an activity is ineligible to participate in or attend any after school activity unless the absence has been approved in writing by Building Administrator. Exceptions may be made by the Building Administrator. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the Building Administrator.

TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of

transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Behavioral Conduct

Misconduct by students involved in co-curricular activities including athletics will not be tolerated. Misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Refer to the Athletic Code in the Appendix.

Cross References:
Board Policy 6.190, *Co-Curricular Activities*
Board Policy 7.240, *Conduct Code for Participants in Co-Curricular Activities*

Section 11 - Special Education

Overview

It is the intent of Unit 5 to ensure that students who are disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* or the *Individuals with Disabilities Education Act* are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, 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. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)
_____ (phone number)
_____ (office location)

Child Find Responsibility

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child's educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP upon request and at any other time upon request.

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*

MISCONDUCT BY STUDENTS WITH DISABILITIES

BEHAVIORAL INTERVENTIONS

Behavioral interventions shall be used with children with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") and the Illinois State Board of Education's rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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 in effective 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.

Cross Reference:
Board Policy 7.230, *Misconduct by Students with Disabilities*

Exemption From Physical Education Requirement

A student in grades 6-8 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference:
Board Policy 6.310, High School *Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*
Exhibit 6.120-AP2, E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Section 12 - Student Records & Privacy

Student Privacy Protections

Surveys

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 disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

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.

Cross References:
Board Policy 7.15, *Student and Family Privacy Rights*
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Student Records

School student records are confidential and information contained therein shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

CATEGORIES OF SCHOOL STUDENT RECORDS

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

(1) Basic identifying information;
(2) Academic transcript;
(3) Attendance record;
(4) Accident reports and health record;
(5) Record of release of permanent record information; and
(6) High school State assessment test scores;

And may also consist of:
(7) Honors and awards received; and
(8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:
(1) A record of release of temporary record information;
(2) Elementary State assessment test scores;
(3) Completed home language survey form;
(4) Information regarding serious infractions that resulted in discipline; and
(5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:
(7) Family background information;
(8) Intelligence test scores, group and individual;
(9) Aptitude test scores;
(10) Reports of psychological evaluations;
(11) Elementary and secondary achievement level test results;
(12) Participation in co-curricular activities or athletics;
(13) Honors and awards received;
(14) Teacher anecdotal records;
(15) Other disciplinary information;
(16) Special education files;
(17) Any verified reports or information from non-educational persons, agencies or organizations; and
(18) Other verified information of clear relevance to the education of the student.

INSPECTION AND ACCESS

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law,

but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

CONFIDENTIALITY

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

(1) To a parent/guardian, student, or authorized representative;
(2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
(3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
(4) To any person for the purpose of research, statistical reporting, or planning;
(5) Pursuant to a court order;
(6) To any person as specifically required by State or federal law;
(6.5) To juvenile authorities when necessary for the discharge of their official duties;
(7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
(8) To any person, with the prior specific dated written consent of the parent;
(9) To a governmental agency in furtherance of an investigation of a student's school attendance;
(10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
(11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
(12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

CHALLENGING STUDENT RECORDS

The parent/guardian may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1) Accuracy;
2) Relevance; or
3) Propriety

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the

parent/guardian will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent/guardian and school officials. The hearing officer will notify parent/guardian and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

(1) The right to present evidence and to call witnesses;
(2) The right to cross-examine witnesses;
(3) The right to counsel;
(4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parent/guardian and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent/guardian appeals, the parent/guardian shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parent/guardian and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

DIRECTORY INFORMATION

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parent/guardian names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

DESTRUCTION OF SCHOOL STUDENT RECORDS

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

ADVERSE ACTION

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross References:
Board Policy 7.15, *Student and Family Privacy Rights*
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Section 13 - Parental Rights & Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

Standardized Testing

Students and parents/guardians should be aware that students in grades 6-8 will take the PARCC Assessment in March/April.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Cross Reference:
Board Policy 6.340, *Student Testing and Assessment Program*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross References:
Board Policy 6.140, *Education of Homeless Children*
Administrative Procedure 6.140-AP1, *Education of Homeless Children*

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

Cross References:
Administrative Procedure 6.60-AP1, *Comprehensive Health Education Program*
Exhibit 6.60-E1, *Notice to Parents/Guardians of 8th Grade Students Enrolled in Family Life and Sex Education Classes*

English Language Learners

The District offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

~~Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.~~(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, Leslie Webb at the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations for the district.

Notification for those on the list will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross Reference:
Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
Board Policy 5.90, *Abused and Neglected Child Reporting*

ASBESTOS MANAGEMENT PLANS

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:
Board Policy 4.170, *Safety*

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property.

It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross References:
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

Violent Offender Community Notification

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Cross Reference:
Exhibit 4.175-AP1, E1, *Informing Parents About Offender Community Notification Laws*

McLean County Unit District No. 5

Junior High School Handbook

APPENDIX



Procedure Supervised Self-Administration of Medication*

McLean County Unit District No. 5

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, podiatrist, advanced practice nurse, or physician assistant) and the parent or guardian must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area.

In the absence of a licensed registered nurse at the school, the student will SELF-ADMINISTER the medication under the supervision of the school principal or a designee.

Students are not allowed to carry any medication on their person. Exceptions will be allowed only with the approval of the school principal and the certified school nurse.

All medications must be kept locked in the nurse's office or in the school office.

All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

Name of Student
Name of Medication
Dosage
Time to be Taken
Prescriber's Name

Date

Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document that act.

*With the exception of an asthma rescue inhaler where the "parent agreement for child to carry asthma inhaler medication" form is on file at the school.

TITLE IX – CIVIL RIGHTS
McLean County Unit District No. 5

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, *"No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.."*

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five (5) working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies."

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309/557.4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.
Attorney for the District - Title IX Coordinators
Attorney for the District - 504 Coordinator

ONLINE PRIVACY STATEMENT
McLean County Unit District No. 5

Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, and detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally

identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

Waiver of Student Fees
McLean County Unit District No. 5

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provision for assisting parents/guardians to complete the application are available.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family.
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment.
- Emergency situations.
- When one or more of the parents/guardians are involved in a work stoppage.

The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee.
The principal will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board by submitting the appeal in writing to the Board within 14 days of the denial. The Board shall respond within 14 days of receipt of the appeal. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the principal's office.

INTERSCHOLASTIC ATHLETIC ACTIVITY CODE

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Permission/Record form must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be deemed eligible which means the student is doing passing work in all classes.
2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
   - *First Violation*: A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
   - *Second Violation*: A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
   - *Third Violation*: The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Elementary School Association and the Junior High School Handbook of McLean County Unit District No. 5 schools. Refer to Section 10 of the handbook.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

Modification of Athletic or Team Uniform
Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Approved by Board of Education 4/24/2019

McLean County Unit District No. 5

Junior High School Handbook

PARENT/STUDENT FORMS

Exhibit - McLean County Unit District No. 5

AUTHORIZATION TO PROVIDE DIABETES CARE, RELEASE OF HEALTH CARE INFORMATION, AND ACKNOWLEDGEMENT OF RESPONSIBILITIES

As provided by the Care of Students with Diabetes Act, I hereby authorize McLean County Unit District No. 5 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____ to representatives of Unit 5. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

McLean County Unit District No. 5

District 87/Unit 5

Medication Authorization Form

Name: _____ Date of Birth: _____

(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:
I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:		
PHYSICIAN'S ADDRESS:		**PHONE:**
Medication:		
Purpose of Medication/Diagnosis:		
Form: (i.e. tab, injection, etc.)		
If medicine to be given "when needed." Describe indications:		
How soon can it be repeated?		
Is child authorized to medicate herself/himself?		
List significant side effects:		
Length of time this treatment is recommended:		
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?		
	Yes	No

Date _____ Physician's Signature **Only** _____ Physician's Telephone _____

Nurse's Initials_____

_____ **Junior High School** **Athletic Permission Record and Student Information 2020-2021**	**This box is for office use only** Fall Sport Physical Date Winter Sport Spring Sport Obligation

Athletic Permission Record

Please Print Legibly

_____ 6 7 8 ____/____/____

Student Name *Circle School Year:* *Birth Date (mm-dd-year)*

_____ _____ _____

Address *City* *Zip*

_____ _____ _____

Mailing Address *City* *Zip*

_____ _____ _____

Parent/Guardian Name *Phone #* *Email Address*

_____ _____ _____

Emergency Contact *Relationship* *Phone #*

_____ _____ _____

Family Doctor *Phone #* *Hospital Choice*

Any Current or Recurring Medical Conditions? Explain:_____

*List Medication(s) Being Taken:*_____

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates):_____

_____

☐ Heart condition ☐ Diabetes ☐ Asthma ☐ *Requires child to self-administer medication*

☐ Epilepsy ☐ Allergies: ☐ *Requires student to carry EpiPen®*

☐ Other_____

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company:_____Policy #_____

Expiration Date:_____

Does this student reside full time with parent, custodial parent or court appointed legal guardian?

Yes_____ No_____

Is this student new to Unit 5 this year? Yes_____ No_____

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headache
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- Don't "feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

CONCUSSION SIGN-OFF FORM

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:
http://www.cdc.gov/headsup/youthsports/index.html

_____	_____	_____
Printed Name of Student Athlete	Signature of Student Athlete	Date

_____	_____	_____
Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

Cross Reference:
Board Policy 7.305, *Student Concussions and Head Injuries*
Board Policy 7.305-E1, *Exhibit – Concussion Information*

CONCERN RESOLUTION FORM
McLean County Unit District No. 5
1809 W. Hovey Avenue, Normal, IL 61761

Name: _____ Date: _____(dd/mm/yyyy)

Address: _____ _____ _____
Street City Zip Code

Phone(s): Home _____ Work _____ Cell _____

Parties Involved: _____

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.): _____

_____

Personnel: _____

_____

Transportation: _____

_____

Other: _____

_____

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

_____

_____

_____

_____

_____

_____

Signature: _____

The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.

EXHIBIT - ACCEPTABLE USE LETTER TO PARENT/GUARDIANS

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed_____ ***Date***_____

Please Print Name:_____

Exhibit - **McLean County Unit District No. 5**

STUDENT AUTHORIZATION OF ACCEPTABLE USE OF ELECTRONIC NETWORKS

User Signature of Agreement:

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print):_____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature _____

Date: _____

Office Use Only:

Date Received for File: _____ By:_____

Middle School 1:1 Laptop Program Agreement

2022-2023

In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy* and *Administrative Procedures (6.235* of the district's Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is required. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, laptop case (if school issued), and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

_____

Student Name (print)

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

_____ _____ _____

Parent/Guardian Name (print) *Parent/Guardian Signature* *Date*

March, 2016

Administrative Procedure - School Bus Post-Accident Checklist

Driver Post-Accident Procedures

1. Immediately after an accident:

   - Activate the hazard lights
   - Place the transmission in neutral and set the parking brake (manual) or place in park (automatic)
   - Turn off the ignition and remove the key
   - Locate and place the warning devices

~~1.~~2. The first consideration is whether it is safer to evacuate the students or to have them remain on the bus. 23 Ill. Admin. Code §1.510(l)(1).

~~2.~~3. Check for injuries, using the passenger list (if available) to indicate injuries. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.

4. Check for conditions that could cause fires, including a ruptured fuel tank, leaking or broken fuel lines; and/or hot tire, etc. Do not touch a suspected hot tire. Place your hand near it to see if heat is radiating off of it.

~~3.~~5. When notifying the District or transportation office, give the following information:

   - Seriousness of the accident
   - Location and time of incident
   - Bus number and route number
   - School
   - Number of students on board
   - Extent of any injuries
   - Condition of vehicle
   - Weather/road conditions
   - Any other pertinent information

~~4.~~6. ~~Never leave your vehicle, either to check traffic or set out reflectors, when children are on board.~~ Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by police or the District or transportation office. Parents/guardians are not allowed on the bus.

~~5.~~7. Don't leave students unattended and/or unsupervised. However, if you must leave to attend to the vehicle or ~~Set~~ set out reflectors, flares, flags, ~~etc.~~or other warning devices, do so only when the safety of all children is secure and leave a responsible student in charge.

~~6.~~8. Stay vigilant for the continued safety of everyone at the scene and:

   - **Never** attempt to direct traffic.
   - **Never** move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.

- **Never** discuss liability or fault, or sign anything until someone from the District or transportation office arrives. Do not discuss details of the accident with the media.
- **Never** move an injured person unless the person's life is in jeopardy.

9. Cooperate with law enforcement. Provide concise and clear answers and details. Give your name, address, driver's license and bus driver permit numbers.

~~7.~~10. If your vehicle strikes an animal (pet), continue until it is safe to stop, keeping in mind that the sight of an injured pet could upset the children on the bus. Park the vehicle and radio the District or transportation office with the information. The office will notify the proper authorities.

~~8.~~11. The District or transportation office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

Information Gathering

While at the accident scene the driver and/or transportation supervisor shall:

1. Obtain the name, address, ~~and age~~date of birth, and seating position of every passenger on the bus.

2. If possible, ~~Obtain~~ obtain the names, ~~and~~ addresses, driver's license numbers and phone numbers of ~~all~~ any witnesses.

3. Regarding other vehicles involved in the accident, obtain the:

   - Other drivers' names
   - Other drivers' license numbers
   - Other drivers' addresses and phone numbers
   - Make, model, year, and license plate numbers of other involved vehicles
   - Other drivers' insurance carrier information
   - Name, address, and phone numbers of passengers in other involved vehicles

District or Transportation Office Responsibilities

1. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.

2. Send a transportation supervisor to the accident scene to assist the bus driver.

3. Arrange for the parents/guardians of children on the bus to be contacted.

4. Arrange alternate transportation for the children.

5. Contact the District's insurance carrier as soon as possible and follow its instructions.

6. Help the bus driver complete accident report forms, including insurance forms. Complete ~~ISBE's~~ the Ill. State Board of Education's *School Bus Accident Report*, www.isbe.net/Documents/50-26_school_bus_accident.pdf and forward to the Regional Superintendent immediately after any accident. ~~www.isbe.net/funding/pdf/50-26_school_bus_accident.pdf~~

7. Obtain any accident reports completed by third parties, including police reports.

Post-Accident Alcohol and Drug Testing

1. This section's provisions are required by 49 C.F.R. §382.303. For drug and alcohol testing requirements, see Board policy 5.285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers; and Administrative procedure 5.285-AP1, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

2. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.

3. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:

   a. The accident involved the loss of human life;
   b. The driver receives a citation for a moving traffic violation arising from the accident; or
   c. A law enforcement officer directs that such a test be given. -625 ILCS 5/6-516

4. If a required alcohol test is **not** administered:

   a. Within ~~2~~ two hours, the District must prepare and maintain a file or record stating why the test was not properly administered.
   b. Within ~~8~~ eight hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.

5. If a required controlled substance test is **not** administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.

6. No driver required to take a post-accident alcohol test shall use alcohol for ~~8~~ eight hours following the accident, or until undergoing a post-accident alcohol test.

Vehicle Inspection

Following an accident, each damaged bus component must be inspected before the bus is returned to service. -625 ILCS 5/13-109

■

CROSS REF.: 4.110
ADMIN. PROC. 4.110-AP2, 4.110-AP3, 4.110-E1

Adopted: September 23, 2009
Reviewed: ~~September 2015~~July 2022
Amended: October 14, 2015

Exhibit – Incident Report Form

The supervisory staff member must complete this form as much as possible for submission to the ***Superintendent or designee*** *whenever any person~~,~~ (student, employee, or visitor), is injured, becomes seriously ill, or has an accident on District property or at a District sponsored event. If a student, a copy of this report must be placed in the student's temporary record.*

Name of person involved _____

☐ Student ☐ Employee ☐ Visitor

~~Age~~Date of Birth _____ ☐ Male ☐ Female ☐ Nonbinary ~~Telephone #s~~ _____

Address _____ Telephone _____

Class, activity, or event _____

Location of incident _____

Date of incident _____ Time of incident _____

Type of incident (injury, serious illness, accident) _____

How did the incident occur? (Describe sequence of events) _____

_____

_____

_____

~~An~~ Was an emergency contact ~~was~~ notified ~~as follows:~~? ☐ Yes ☐ No

If yes, provide the following:

Contact name _____ Relationship _____

Time and method of contact _____ By whom _____

If no, explain why: _____

_____

Witness(es) Information

Name	Address	Telephone

Was First aid administered? ☐ Yes ☐ No

If yes, describe first aid and by whom? _____

_____

Was medical treatment other than first aid provided? ☐ Yes ☐ No

If yes, describe medical treatment other than first aid and by whom? _____

_____

Was a referral made for a medical evaluation? ☐ Yes ☐ No

If a student, how many days attendance have been lost (if known)? _____

_____
Supervisor (*please print*)

_____ _____
Signature *Date*

Accelerated Placement Program Procedures (NEW)

The District's Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student, and is implemented by the Superintendent or designee. 105 ILCS 5/14A.

This administrative procedure contains seven sections as follows:

1. Definitions
2. Annual Notification
3. Referral Process
4. Evaluation Process
5. Eligibility Determination
6. Automatic Enrollment in Advanced High School Coursework
7. Program Reporting, Review, and Expanded Access Plan

Definitions

Accelerated placement is the placement of a student in an educational setting with curriculum that is usually reserved for students who are older or in higher grades than the student. 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.

Early entrance to kindergarten is the admission to kindergarten of a student who: (a) is assessed for and meets the District's readiness standards to attend school; and (b) will not be five years of age on or before September 1 of that school term.

Early entrance to first grade is the admission to first grade of a student who is assessed for and meets the District's readiness standards to attend school. A student may, but is not required to, have attended a non-public preschool and continued his or her education at that school through kindergarten and been taught in kindergarten by an appropriately certified teacher. A student who is younger than six upon starting first grade but who was admitted early to kindergarten does not need to be reevaluated prior to admission to first grade.

Individual subject acceleration is the practice of assigning a student to a specific content area at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas. It may be accomplished by either: (a) physically moving the student to a higher level class for instruction; or (b) using higher level curricular or study materials in the student's current classroom.

Whole grade acceleration is the practice of assigning a student to a higher grade level than is typical, given the student's age, on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities. Commonly referred to as *skipping* a grade, grade acceleration may be done at the beginning of or during the school term.

Annual Notification

Actor	Action
Superintendent or designee	Annually notifies the community, including community-based organizations, providers of out-of-school programs, parent(s)/guardian(s), students, and school personnel, about the: 1. APP 2. Process for referring a student for possible evaluation for accelerated placement, including: a. Steps to be taken to make a referral; b. Individual(s) to whom a referral may be submitted; c. Deadlines by which a referral must be made (March 1st for whole grade acceleration and April 1st for Early Entrance to Kindergarten or First Grade); and d. Information that must be provided in the referral. 3. Methods used to determine whether a student is eligible for accelerated placement. 4. Strategies used to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Provides such notification: 1. By varied communication methods, such as student handbooks and District/school websites; and 2. In multiple languages.

Referral Process

Actor	Action
Parent(s)/Guardian(s), Licensed Educational Professionals, Student (with written consent of a parent/guardian), or Peer (through a licensed educational professional who has knowledge of the student's abilities). In addition to the above-noted individuals, referrals for	Refers a student for possible evaluation for accelerated placement by the referral deadline (March 1st for whole grade acceleration and April 1st for Early Entrance to Kindergarten or First Grade) using the process set forth in this procedure.

Actor	Action
possible early entrance to kindergarten or first grade may also come from: Preschool Educator, Non-public Kindergarten Teacher, Pediatrician, or Psychologist who knows the student.	
Building Principal and/or Acceleration Team	After receiving a referral, determines whether an evaluation for accelerated placement is warranted. To determine whether an evaluation is warranted, may review artifacts submitted with the referral, existing data about the student, utilize screening data, and conduct preliminary procedures such as observation of the student, consultation with the teacher or other individual making the request, and a conference with the student. Provides the student's parent(s)/guardian(s) with written notice of the referral determination. For cases not warranting an evaluation, the process ends here. For cases warranting an evaluation, proceed to Evaluation Process, below.

Evaluation Process

Actor	Action
Building Principal and/or Acceleration Team	Convenes an Acceleration Team (consisting of District administrators, teacher(s), and school support personnel, as appropriate) having the knowledge and skills necessary to: 1. Identify multiple valid, reliable indicators to use during the evaluation; 2. Identify appropriate assessment instruments; 3. Administer said assessments; and 4. Interpret evaluation results. The composition of the team may vary depending upon the type of acceleration requested and other relevant factors.
Acceleration Team	Identifies multiple valid, reliable indicators and any assessment instruments appropriate to use during the evaluation. Prepares a written document identifying the evaluation components. This may occur without a meeting.
Building Principal and/or District Administration	Provides parent(s)/guardian(s) with written notification of the Acceleration Team's conclusions regarding the evaluation components and requests parent(s)'/guardian(s)' written consent to conduct the evaluation.
Parent/Guardian	Provides written consent to conduct the evaluation.

Actor	Action
Acceleration Team	Completes the evaluation within 45 calendar days following the date of receipt of parent(s)'/guardian(s)' written consent to conduct the evaluation. Ensures the evaluation is nondiscriminatory and follows policy 7:10, *Equal Educational Opportunities*.

Eligibility Determination

Actor	Action
Acceleration Team	Convenes a meeting with parent(s)/guardian(s) to review evaluation results and determine eligibility for the Accelerated Placement Program. Provides parent(s)/guardian(s) with written notice of eligibility determination. 1. If the student is found eligible for the Accelerated Placement Program, prepares and provides parent(s)/guardian(s) with a written plan detailing the type of acceleration the student will receive and strategies to support the student. 2. If the student is found to not be eligible for the Accelerated Placement Program, provides parent(s)/guardian(s) with written notice of their right to appeal the eligibility determination, within five calendar days after receiving the determination, by submitting a written request to the Assistant Superintendent.
Parent/Guardian	If desired, within five calendar days after receiving written notice that student is not eligible for the Accelerated Placement Program, submits written appeal to the Assistant Superintendent.
Assistant Superintendent	Within 10 calendar days after receiving the written appeal request, reviews the case, and provides parent(s)/guardian(s) with written notice of his/her decision. The Assistant Superintendent's decision is final.

Automatic Enrollment in Advanced High School Coursework

Actor	Action
District Administration, Building Principal, or designee	Identifies students who qualify for automatic enrollment in the "next most rigorous level of advanced coursework" offered by the high school they attend, for the following school term, by reviewing State assessment results in English language arts, mathematics, and science. For English language arts, the "next most rigorous level of advanced coursework" includes courses in English, social studies, humanities, or related subjects. For a student entering grade 12, the "next most rigorous level of advanced coursework" in English language arts

Actor	Action
	or mathematics must be (if offered by the high school the student attends) a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5) or an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10). The same is true for all other subjects, except that the "next most rigorous level of advanced coursework" may also include an honors class, an enrichment opportunity, or another program offered by the District. Provides written notice to parent(s)/guardian(s) of a qualified student of the student's eligibility for automatic enrollment in the "next most rigorous level of advanced coursework" level of advanced coursework offered by the high school that: 1. Identifies the course(s) the student is eligible for, including the location and schedule, if known, of the course(s); 2. Informs the parent(s)/guardian(s) of the option to instead enroll the student in alternative coursework that better aligns with the student's postsecondary education or career goals; 3. Identifies the alternative coursework the student is eligible for, including the location and schedule, if known, of the alternative coursework; and 4. Requests that the parent(s)/guardian(s) notify the District within 10 calendar days of their course enrollment decision.
Parent/Guardian	Provides the District with written notice of their course enrollment decision within 10 calendar days after receiving the written notice.

Program Reporting, Review, and Expanded Access Plan

Actor	Action
Superintendent, District Administration, or designee	Submits by July 31 each year to the Ill. State Board of Education (ISBE) through the Student Information System (SIS): 1. Demographic information for each student participating in the Accelerated Placement Program; 2. Student participation in the Accelerated Placement Program; and 3. Type of Accelerated Placement Program placement.

Actor	Action
	Reviews disaggregated data on Accelerated Placement Program participation and successful completion rates to address gaps among demographic groups in accelerated placement opportunities. Develops, on or before November 1, 2022, a plan to expand access to the Accelerated Placement Program and to ensure the teaching capacity necessary to meet any increased demand.

Administrative Procedure - Attendance Exception

Procedure

Any attendance exception request must be made in writing no later than June 30th prior to the school year for which the request is made and be directed to:

Assistant Superintendent
McLean County Unit District No. 5
1809 West Hovey Avenue
Normal, IL 61761

The attendance exception request must include the following:

- Name and grade of each child for whom the request is being made.
- Current address (this must be a permanent and primary residence – not an owned/leased home or apartment that is not the parents/guardians primary residence).
- Phone numbers (home and work).
- School to which child's geographic address is currently assigned.
- School being requested by parents/guardians for attendance exception assignment.
- Reason(s) for making the request (please be specific).
- **High School requests only**: Documentation by physician or mental health professional of chronic health or psychological need for environmental change.

Upon receipt, the request will be dated and recorded in the Superintendent's office. K-8 requests may be submitted after January 1st prior to the school year for which the request is made and will be considered after the August registration. High school exceptions will be considered within a reasonable response time after receipt. Parents/guardians will be notified in writing of the final resolution.

Elementary/Junior High School Guidelines

- Student Eligibility
  - Kindergarten through Grade 8 student enrolled in McLean County Unit District No. 5 school.
  - Parents/guardians are a resident of McLean County Unit District No. 5.
- Exceptions will be granted based on the classroom enrollment numbers at the requested and the assigned schools.
- Exception, if granted, will be for **one** school year only. A written request must be made each subsequent year if a continuation of the exception is desired. Once an attendance exception has been granted, there is no guarantee that it will continue to be granted in subsequent years.

- Parents/guardians are responsible for transporting to and from school any child who is attending on an attendance exception basis. Bus transportation will not be provided to any student attending a school on an attendance exception basis.
- **A student attending a junior high school on an attendance exception basis must be declared eligible by the Illinois Elementary School Association (IESA) to participate in sponsored activities.**

High School Guidelines

- Student Eligibility
  - Grade 9 through 12 student enrolled in McLean County Unit District No. 5 school.
  - Parents/guardians are a resident of McLean County Unit District No. 5.
- Exceptions will be granted only for documented health or psychological problems.
- Exception, if granted, will be for **duration** of high school career.
- Parents/guardians are responsible for transporting to and from school any child who is attending on an attendance exception basis. Bus transportation will not be provided to any student attending a school on an attendance exception basis.
- **A student attending a high school on an attendance exception basis must be declared eligible by the Illinois High School Association (IHSA) to participate in sponsored activities.**

CROSS REF.: 4.170, 6.30, 6.140, 7.30, 7.300

~~ADMIN. PROC.: 6.30-AP1, 6.140-AP1, 7.30-AP1, 7.30-E1~~

Adopted: September 23, 2009
Reviewed: July 2020
Amended: August 12, 2020

Administrative Procedure – Prevention, Identification, Investigation, and Response to Bullying (NEW)

The strategic components for integrating an anti-bullying program into the District's existing policies and procedures are listed below. Each component lists specific implementation steps along with resources and accompanying exhibits. The Superintendent or designee, at the District-level, or the Building Principal or designee, at the Building-level, is responsible for the integration of these components. Use the local conditions of the community and other available resources to determine the best implementation methods. At times, support from the School Violence Prevention Team (see4:190, *Targeted School Violence Prevention Program*) may be appropriate as bullying and threats of school violence often arise from the same behavior pattern(s), i.e., interpersonal aggression.

Preventing Bullying

1. Review 7:180-AP1, E1, *Resource Guide for Bullying Prevention*.

2. Assess the District's Conditions for Development and Learning. Below are resources that discuss and provide information about how to implement school climate measurement instruments:

   School Bullying Prevention Task Force Report, *Selection of School Climate Measures*, p. 19 at: www.isbe.net/Documents/sbptf_report_030111.pdf.

   Safe Supportive Learning's School Climate Measurement compendium at: https://safesupportivelearning.ed.gov/topic-research/school-climate-measurement.

Identifying Bullying

1. Post 7:180-AP1, E2, *Be a Hero by Reporting Bullying*, in school buildings, student handbooks, online, etc.

2. Train staff to recognize and accept reports of bullying, 7:180-AP1, E3, *Memo to Staff Regarding Bullying.*

3. Inform parents about the District's anti-bullying program, 7:180-AP1, E4, *Memo to Parents/Guardians Regarding Bullying*.

4. Inform students how to make a report, including an anonymous report, i.e., complete and submit 7:180-AP1, E5, *Report Form for Bullying*.

Investigating Reports of Bullying

1. Conduct a prompt, thorough and impartial investigation upon receiving a report.

2. Review the report, i.e., 7:180-AP1, E5, *Report Form for Bullying*.

3. Interview the listed aggressor(s), target(s) and witnesses using 7:180-AP1, E6, *Interview Form for Bullying Investigation*.

Responding to Bullying

1. Complete 7:180-AP1, E7, *Response to Bullying*.

2. Notify the District's Non-Discrimination Coordinator if the findings indicate that the behavior was based upon the protected statuses listed in 7:20, *Harassment of Students Prohibited*.

3. Communicate and partner with the parents/guardians of the students involved. Ask parents/guardians, "How can we help you and your child?"

4. Stop the behavior(s).

5. Eliminate any hostile environment(s) and its effects (see **Preventing Bullying** #2, above).

6. Prevent the bullying from happening again.

7. Implement appropriate interventions for the target, aggressor, and District.

8. Address any findings of repeated inaccurate accusations against an alleged-aggressor that are beginning to impede his or her education, e.g., reverse bullying.

9. Follow-up with target, aggressor and their parent(s)/guardian(s) to ensure subsequent bullying has not occurred and no new concerns have arisen.

Exhibit – Resource Guide for Bullying Prevention (NEW)

General Resources

ISBE's *School Bullying Prevention Task Force Report*:
www.isbe.net/Documents/sbptf_report_030111.pdf

Resources section of the website managed by the U.S. Department of Health & Human Services:
www.stopbullying.gov

Bullying in Schools - Cops – U.S. Department of Justice:
https://cops.usdoj.gov/RIC/Publications/cops-w0018-pub.pdf

Restorative Discipline Resources

Positive Behavior Intervention & Supports (PBIS):
www.pbis.org/school/default.aspx

Social and Emotional Learning Standards:
www.isbe.net/Pages/Social-Emotional-Learning-Standards.aspx

Dignity in Schools:
http://dignityinschools.org/take-action/model-school-code/

Illinois Balanced and Restorative Justice:
www.ibarj.org

Conditions for Development and Learning; Data Collection Resources

Centers for Disease Control and Prevention (CDC)'s *Measuring Bullying Victimization, Perpetration, and Bystander Experiences: A Compendium of Assessment Tools*:
https://www.cdc.gov/violenceprevention/pdf/bullycompendium-a.pdf

Safe Supportive Learning's School Climate Measurement Compendium:
https://safesupportivelearning.ed.gov/index.php?id=133

PBIS:
www.pbis.org/school/default.aspx

CDC's *Youth Violence: Measuring Violence-Related Attitudes, Behaviors, and Influences Among Youths: A Compendium of Assessment Tools - Second Edition*:
https://www.cdc.gov/violenceprevention/pdf/yv_compendium.pdf

CDC's *Intimate Partner Violence and Sexual Violence Victimization Assessment Instruments for Use in Healthcare Settings, Version 1*:
https://www.cdc.gov/violenceprevention/pdf/ipv/ipvandsvscreening.pdf

World Health Organization Information Series on School Health's *Document 10, Creating an Environment for Emotional and Social Well-Being*:
www.who.int/school_youth_health/media/en/sch_childfriendly_03_v2.pdf

Rachel's Challenge:
https://rachelschallenge.org

Exhibit – Be a Hero by Reporting Bullying (NEW)

Who reports?	YOU, if you have information about bullying, harassment, and/or a threat of one of these actions. It doesn't matter whether you are the target of bullying or think someone is being bullied, please report it!
What do I report?	Any activity that targets someone to be hurt. Bullying, harassment, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft or destruction of property. Bullying, harassment, and threats may occur almost anywhere students go – in school buildings, on school grounds or busses, at bus stops, for example. Bullying or harassing may also occur using social networking sites or cell phones.
When should I report?	As soon as possible.
Where or how do I report?	Tell any school staff member. You may do this in person, by phone, or by email. You may be asked to complete 7:180-AP1, E5, *Report Form for Bullying*. You may make an anonymous tip.
Why should I report?	Fear and abuse have no place in our school. Be a hero and report bullying. If you are being bullied, a report will help you and other students who may also be targeted for bullying.
What will happen after I report?	An Administrator will: 1. Acknowledge and review your report. 2. Treat your report with privacy and respect its sensitive nature. 3. Investigate your report. The school will not bring students who bully and those they bully into the same room to confront each other. All interviews will be private. 4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others. 5. Provide you with feedback, if appropriate.

Exhibit – Memo to Staff Regarding Bullying (NEW)

On District Letterhead

Date

Re: Bullying

All staff members:

Please join me in stopping and preventing student bullying in our school. The purpose of this letter is to introduce you to our three-pronged approach that will help accomplish this goal.

First - If a student reports bullying to you, respond immediately and with compassion. Ask for the basic facts (who-what-when-where). Refer the report to my office. Give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying.*

Second - Provide me your feedback and concerns. Do you know of any bullying *hot spots* that need additional supervision or monitoring? Are there known bullies or targets of bullying?

Third - Intervene immediately to stop a bullying incident. When teachers or adults ignore bullying, students interpret it as acceptable behavior. Immediately contact administration and building security or law enforcement if the incident involves a weapon or other illegal activity.

Bullying is defined in School Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, as follows:

> Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:
>
> 1. Placing the student in reasonable fear of harm to the student's person or property.
>
> 2. Causing a substantially detrimental effect on the student's physical or mental health.
>
> 3. Substantially interfering with the student's academic performance.
>
> 4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
>
> Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Board's entire policy may be found on the District's website. Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Exhibit – Memo to Parents/Guardians Regarding Bullying (NEW)

On District Letterhead

Date

Re: Bullying

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

> Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying is defined as follows:

> Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:
>
> 1. Placing the student in reasonable fear of harm to the student's person or property.
>
> 2. Causing a substantially detrimental effect on the student's physical or mental health.
>
> 3. Substantially interfering with the student's academic performance.
>
> 4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
>
> Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*. I will inform you whenever your child is involved in a bullying report.

I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether he or she is being bullied.

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Exhibit – Report Form for Bullying (NEW)

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make readily accessible via website(s) and other publicized designated areas in schools.

Please print and check appropriate boxes.

Name: _____ Date: _____

☐ Student ☐ Parent ☐ Staff ☐ Other _____

Indicate here if you prefer to remain anonymous. ☐Yes ☐No

Are you the target of the bullying that you are reporting? ☐Yes ☐No

Date of incident:_____ Time of incident:_____

Person(s) being reported as targets of bullying:

Name: _____ ☐ Student ☐ Staff

Name: _____ ☐ Student ☐ Staff

Name: _____ ☐ Student ☐ Staff

Person(s) being reported as aggressors engaged in bullying:

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Person(s) who witnessed the bullying:

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Was the incident based on any of these characteristics? (Check all that apply.)

☐ Race ☐ Color ☐ Nationality
☐ Sex ☐ Sexual orientation ☐ Gender identity
☐ Pregnancy ☐ Gender-related expression ☐ Ancestry
☐ Age ☐ Religion ☐ Physical disability
☐ Mental disability ☐ Order of protection status ☐ Homeless status
☐ Marital status ☐ Parental status
☐ Associated with person/group with one or more of the above actual or perceived characteristics
☐ Other_____

☐ I do not know.

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

☐ Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
☐ Written communication (e.g., handwritten notes, other written documents, email, etc.)

☐ Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
☐ Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
☐ Social (e.g., purposeful exclusion, causing psychological harm, etc.)
☐ Items depicting implied hatred or prejudice were worn, possessed or displayed
☐ Other *(please explain):*_____

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

☐ Classroom
☐ Hallway
☐ Cafeteria
☐ Restroom
☐ Gym
☐ Locker room
☐ Extracurricular activity
☐ Bus
☐ Bus stop
☐ School or related activity or event
☐ Other_____

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

☐ The above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Exhibit – Interview Form for Bullying Investigation (NEW)

To be completed by the Building Principal or designee to obtain information about a bullying report. Use this form as a coversheet for each person interviewed during the investigation.

Name of person interviewed: _____ Date: _____

Name of interviewer: _____ Title: _____

Instructions for Interviewer

1. Protect the identity of the student who reports. Begin a prompt, thorough and impartial investigation by interviewing witnesses separately in a private location with a school colleague present (not the school resource officer). Use the **Questions** section below to guide your notes while you interview the person listed above. Attach to 7:180-AP1, E7, *Response to Bullying*.

2. Make your notes on a separate document and attach them to this form.

3. Review and preserve any videos, photos, screenshots or other physical evidence and label it.

4. File this form, notes, and any other evidence provided in a designated investigation and response folder.

5. Use this form to complete 7:180-AP1, E7, *Response to Bullying*.

6. Create a *Basic Facts* section, i.e., who, what, where, when, why and how.

7. Record the actions and behavior that were experienced or observed (follow-up with leading questions to complete the description of what happened and its consequences, if necessary).

8. Include open-ended questions. For example, ask “How are you feeling?” “How has what happened affected you?”

Questions

1. Has this happened before?

2. Do you fear for your safety? How? Where (at school, home, or both places)?

3. Do you fear that harm would come to any of your personal property? How?

4. Age appropriately ask whether the target’s health (physical, emotional, and/or mental) has been affected. How (seen by a doctor, missing school)?

5. Has your academic performance been affected? How (increase in tardiness/absences, grades going down, missed assignments)?

6. Have you quit or modified attendance in any extracurricular activities?

7. Have you changed any of your usual routines at school (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)?

8. Why do you think this behavior is happening?

9. What will help make you feel safe?

Exhibit – Response to Bullying (NEW)

To be completed by the Building Principal and attached as a coversheet for the school office's designated bullying report investigation and response folder. Place a copy of the completed coversheet only (not attachments) in each listed student's temporary school student record. Redact all student names other than the student's name for which the record pertains.

Investigator: _____ Title: _____

Investigation

File an interview form for each party interviewed in the designated investigation and response folder.

☐ Check here to indicate that all interview forms have been properly completed and filed.

Target: _____ Date: _____

Aggressor: _____ Date: _____

Witnesses: _____ Date: _____

_____ Date: _____

_____ Date: _____

Are there any prior documented incidents by the aggressor identified above? ☐Yes ☐No (Attach information)

If yes, have incidents involved target or target group previously? ☐Yes ☐No

Findings

☐ Bullying ☐ Other: _____

☐ Aggressor motivated by protected characteristics listed in policy 7:20, *Harassment of Students Prohibited.*

Bullying Investigation Response

Response and Plan for Target (Check all that apply and include descriptions.)

☐ Contact parent/guardian: _____ Date: _____
Circle contact method: Phone Email Letter In-person Other: _____

☐ Safety plan: _____

☐ Increase staff supervision: _____

☐ Education: _____

_____ _____

Adopted:
Reviewed: July 2022
Amended:

☐ Minimize contact with aggressor: _____

☐ District resources: (Student Services/IDEA/504) _____

☐ Other: _____

Target follow-up scheduled date: _____ Date and initial completed: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____
Circle contact method: Phone Email Letter In-person Other: _____

☐ Provide parent/guardian with copies of Board policy 2:260 and 7:180. Date: _____

Response and Plan for Aggressor (Check all that apply and include descriptions.)

☐ Contact parent/guardian: _____ Date: _____
Circle contact method: Phone Email Letter In-person Other: _____

☐ 7:190-E1, *Aggressive Behavior Reporting Letter and Form* sent Date: _____

☐ Provide parent/guardian with copies of Board policy 2:260 and 7:180 Date: _____

Restorative Responses

☐ Safety plan: _____

☐ Increase staff supervision: _____

☐ Education: _____

☐ Non-District affiliated psychological services: _____

☐ Alternative school assignment: _____

☐ Minimize contact with target: _____

☐ District resources (Student Services/IDEA/504): _____

☐ Other: _____

Punitive Responses

☐ Loss of privileges: _____

☐ Detention: _____

☐ Suspension: _____

☐ Expulsion: _____

☐ Community agency service: _____

☐ Reciprocal Reporting Act utilized: ☐Yes ☐No _____

☐ Report to School Resource Officer/Law Enforcement: _____

☐ Other: _____

Aggressor follow-up date: _____ Date and initial completed: _____
Circle contact method: Phone Email Letter In-person Other: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____
Circle contact method: Phone Email Letter In-person Other: _____

Date:

☐ Contact District complaint manager: _____ _____

☐ Target response implementation: _____

☐ Aggressor response implementation: _____

☐ Systemic culture/climate intervention: _____

☐ Referral to address needs for ideal conditions for developmental learning: _____

☐ Other: _____

Submit reports to: ☐Building Principal (if not the investigator) Date: _____

☐Superintendent Date: _____

Signature of investigator: _____ Date: _____

Administrative Procedure ~~-~~ Use of Isolated Time Out and Physical Restraint

This administrative procedure applies to all students. Isolated time out, time out, and physical restraint shall only be used ~~only as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others~~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. ~~Neither~~ The District may not use isolated time out, time out, ~~n~~or physical restraint ~~shall be used in administering~~as discipline or ~~to individual students, i.e., as a form of~~ punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent dnger of serious physical harm to the student or others. ~~The~~ Any use of isolated time out, time out, and physical restraint by any staff member shall comply with the ~~Illinois~~ Ill. State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out, Time Out, and Physical Restraint".

For further guidance, see ISBE's *Permanent Regulations for the Use of Time Out, Isolated Time Out, and Physical Restraint: Guidance and Frequently Asked Questions*, available at: www.isbe.net/Pages/restraint-time-out.aspx. **Note:** The special education committee of the Ill. Council of School Attorneys collaborated with ISBE on this guidance in its continuing commitment to help school boards and their districts comply with ISBE requirements.

A written record of each episode of isolated time out, time out, or physical restraint must be created by the Superintendent or designee using the ISBE *Physical Restraint and Time Out* form, available at: www.isbe.net/Pages/restraint-time-out.aspx.

Isolated time out, time out, and physical restraint are defined as follows:

~~**Isolated time out** - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.~~

~~**Physical restraint** - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.~~

Isolated time out - the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

Time Out - a behavior management technique for the purposes of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained under 23 Ill. Admin. Code §1.285(i) for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention,

or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

Physical restraint - holding a student or otherwise restricting a student's movements using a specific, planned technique. A physical restraint shall not impair a student's ability to breathe or communicate normally, obstruct a student's airway, or interfere with a student's ability to speak.

Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

The following also apply:

1. The circumstances under which isolated time out, time out, or physical restraint will be applied are limited to maintaining a safe and orderly learning environment, to the extent necessary to preserve the safety of the student and others. 23 Ill. Admin. Code §~~1.280(c)(1)~~1.285(j)(1).

2. The ISBE rules are adopted as the District's written procedure to be followed by staff for the use of isolated time out or physical restraint. 23 Ill. Admin. Code §~~1.280(c)(2)~~1.285(j)(2).

3. Staff members shall inform the Building Principal or designee whenever isolated time out, time out, or physical restraint is used and the Building Principal shall maintain the documentation required according to Section 1.285(j)(3). 23 Ill. Admin. Code §~~1.280(c)(3)~~1.285(j)(3).

4. The Building Principal or designee shall investigate and evaluate any incident that results in an ~~serious~~ injury ~~as reported by~~to the affected student, parent/guardian, staff member, or other individual. 23 Ill. Admin. Code §~~1.280(c)(4)~~1.285(j)(4).

~~5. The Building Principal or designee shall compile a description of alternative strategies that will be implemented when determined advisable pursuant to Section 1.285(f)(4). §1.280(c)(5).~~

~~6.~~5. The Superintendent or designee shall compile an annual review of the use of isolated time out, time out, or physical restraint. The Building Principal or designee shall report the following information to the Superintendent in order to facilitate the report's compilation: 23 Ill. Admin. Code §~~1.280(c)(6)~~1.285(j)(5).

   a. The number of incidents involving the use of these interventions;

   b. The location and duration of each incident;

   c. Identification of the staff members who were involved;

   d. Any injuries or property damage that occurred; and

   e. The timeliness of parental or guardian notification, timelines of agency notification, and administrative review.

LEGAL REF.: 105 ILCS 5/10-20.33.
23 Ill. Admin. Code §§1.280 and 1.285.
~~CROSS REF.: 7.150, 7.190~~

Adopted: May 25, 2016
Reviewed: July 2022
Amended:

Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools (NEW)

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the Building Principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:

    a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

    b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, or 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/or Student Handbooks;

    d. Is reasonably viewed as promoting illegal drug use;

    e. 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, as long as 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 School Board policy 2:260, *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.

LEGAL REF.: Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools (NEW)

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. While student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material, no prior approval of the material is required.

2. The material may be distributed at times and locations selected by the 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 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, or 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/or Student Handbooks;

    d. Is reasonably viewed as promoting illegal drug use;

    e. 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, as long as 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 School Board policy 2:260, *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.

LEGAL REF.: 105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

EXHIBIT - NOTICE OF PARENT RIGHTS REGARDING STUDENT COVERED INFORMATION

The contact information for the District's Privacy Officer or other staff member designated to respond to parent/guardian requests for their child's covered information follows:

Name: David Schumer, Director of Technology

Address: 2022 Eagle Rd.
Normal, Illinois 61761

Email: schumedc@unit5.org

Telephone: (309) 557-4013

Under the Illinois Student Online Personal Protection Act (SOPPA), you have the right to review your child's *covered information*. *Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application. *Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Under SOPPA, you have a right to:

1. **Request to inspect and review your child's covered information, whether it is maintained by the District, the Ill. State Board of Education (ISBE), or an operator.**

    a. The District will provide you with the opportunity to inspect and review your child's covered information within the timeframe prescribed by State rules.
    b. If the covered information requested includes data on other students, your access will be limited to the covered information relevant to your child.
    c. If the covered information you request includes your child's school student records, the District will permit you to inspect and review any school student records of your child in accordance with the District's procedures for student records requests. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.*

2. **Request a copy of your child's covered information, in electronic or paper form.**

    a. The District will provide the copy to you within ~~the timeframe prescribed by State rules~~45 days of your request.
    b. If you request an electronic copy, the District will provide you the copy in an electronic format at no cost, unless the District does not maintain the information in electronic format and reproducing it in an electronic format would be unduly burdensome to the District.

Adopted: August 25, 2021
Reviewed: ~~August 2021~~July 2022
Amended:

c. If you request a paper copy, after the first 50 pages, the District will charge you ~~the reasonable cost of copying in the amount authorized by State rules~~$0.15 per page. However, you will not be denied a copy if you have an inability to pay.
d. You are limited to ~~the number and frequency of copying requests provided by State rules~~two requests per child per fiscal quarter.
e. If the covered information you request includes your child's school student records, the District will provide a copy of your child's school student records to you in accordance with the District's procedures for student records requests. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.*

3. Request corrections to factual inaccuracies contained in your child's covered information. Upon receipt of a request, the District will take the following steps:

a. The District will review your request and determine if the factual inaccuracy exists.
b. If the District determines that a factual inaccuracy exists, and the District maintains or possesses the covered information, it will correct the inaccuracy and confirm the correction with you within 90 calendar days after receiving your request.
c. If the District determines that a factual inaccuracy exists and an operator or ISBE maintains the information, the District will notify the operator or ISBE of the factual inaccuracy and the correction to be made. The operator or ISBE is required to confirm the correction with the District within 90 calendar days after it receives the District's notice. The District will then confirm the correction with you within 10 business days after it receives the confirmation of the correction from the operator or ISBE.
d. If the covered information you are requesting be corrected includes your child's school student records, the District will follow its procedures for amendment of student records with respect to those school student records. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.*

To make a request to inspect and review, copy, and/or correct your child's covered information, please contact the staff member identified above and specify the nature of your request. You will need to submit your request in writing, utilizing any form the District requires.

Administrative Procedure – Use of Educational Technologies; Student Data Privacy and Security

Use this procedure to establish a process for evaluating the use of educational technologies for student learning and/or District operations, and to facilitate compliance with the Student Online Personal Protection Act (SOPPA), amended by P.A. 101-516~~, eff. 7-1-21~~.

Definitions (105 ILCS 85/5, amended by P.A. 101-516~~, eff. 7-1-21~~)

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

K-12 school purposes means purposes that are directed by, or that customarily take place at the direction of, a teacher, school, or school district; aid in the administration of school activities, including, but not limited to, instruction in the classroom or at home, administrative activities, and collaboration between students, school personnel, or parents; or are otherwise for the use and benefit of a school.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Parent means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student.

Educational Technologies Evaluation and SOPPA Implementation

Actor	Action
Superintendent or Designee	1. Establishes an Educational Technology Committee (Ed Tech Committee) to operate as a Superintendent committee for the purposes of: (1) evaluating the use of specific online applications and other educational technologies within the District, (2) establishing a list of applications or other services approved for use within the District, ~~and~~ (3) developing a process for the approval of online sites, applications, or services not already approved for District use which staff members may wish to use, and (4) supporting the District's submission of an annual report to the Ill. State Board of Education (ISBE) regarding educational technology capacities and policies. See 2:150-AP, *Superintendent Committees*. Consider including: Director of Technology Attorney for the District Chief Financial Officer Other district-level administrators, such as Director of Secondary Education, Director of Elementary Education, Director of Teaching and Learning, Director of Special Education, and Director of Multilingual Services Building Principals

Actor	Action
	Teachers **Note:** This procedure establishes an administrative committee. The administrative committee centralizes the local decision-making process regarding the use of educational technologies in a district, which in turn should help the District comply with the provisions of SOPPA governing the use of covered information by operators, contractual requirements, and security standards. 2. Informs the School Board of the Ed. Tech. Committee's progress. 3. Makes recommendations to the Board about operator contracts, as needed and in alignment with Board policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*. 4. Designates which District employee(s) are authorized to enter into written agreements with operators when prior board approval of the contract is not otherwise required by Board policy 4:60, *Purchases and Contracts*, and list them below: Chief Financial Officer Director of Technology Employee Title EmployeeTitle 5. Assigns the following activities to the Attorney for the District: a. Develop and maintain a protocol to manage parent requests for copies (electronic and paper) of students' covered information. b. Develop and maintain a protocol to manage parent requests for corrections to factual inaccuracies contained in a student's covered information. c. Develop and maintain a protocol to manage parent requests for deletion of a student's covered information maintained by an operator. 6. Ensures that the parent of any student whose covered information was involved in a breach is provided with a breach notification letter no later than 30 calendar days after the District determines a breach has occurred or has been notified by an operator of a breach, unless an appropriate law enforcement agency has requested in writing that the District not provide breach notifications because doing so would interfere with a criminal investigation. See 7:345-AP, E3, *Parent Notification Letter for Student Data Breach*. 7. As appropriate, notifies the District's liability carrier of any third party claims made against the District regarding a data breach. 8. Consults with the Board Attorney for guidance as needed to ensure the District complies with the provisions of SOPPA.
Director of Technology	1. Implements and maintains reasonable cybersecurity practices to protect covered information, such as technical, administrative, and physical safeguards that are consistent with ~~any guidance from the Ill. State Board of Education (~~ISBE~~)~~ guidance, at www.isbe.net/Pages/Educational-Technology.aspx and 6:235-AP1, *Acceptable use of the District's Electronic Networks*. Coordinates with the Superintendent to implement any staff training on such practices.

Actor	Action
	Coordinates with the Chief Financial Officer regarding any recommendations for purchases of equipment or software related to cybersecurity. 2. Creates, maintains, and regularly updates an internal inventory of all Internet websites, online services, online applications, and mobile applications that are being used in the District for K-12 purposes. **Note:** The inventory does not need to include general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. The inventory list should include the following, and any other information deemed pertinent: a. Name of Operator b. Contract term and expiration/renewal date c. K-12 purpose for which the online service, application, etc. is being used (e.g., curriculum content area and grade level(s)) d. A listing of the *data elements* of covered information that the District collects, maintains, or discloses to the operator. e. A layperson explanation of the data elements listed for each operator including how the district uses the information, to whom or what entities it discloses the information, and for what purpose(s) the information is used. 3. Ensures the following information is posted on the District's website and updated (if needed) by Jan. 31 and July 31 each year (105 ILCS 85/27(a), added by P.A. 101-516~~, eff. 7-1-21~~) (See 7:345-AP, E1, *Student Covered Information Reporting Form*): a. A list of operators with which the District has written contracts. 105 ILCS 85/27(a)(2). b. Copies of the District's written contracts with operators, with redactions as permitted by State law and mutually agreed upon between the District and operators. 105 ILCS 85/27(a)(2). c. Business address of each operator. 105 ILCS 85/27(a)(2). d. For each operator, a list of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists that information. 105 ILCS 85/27(a)(3). e. An explanation that is clear and understandable by a layperson, of the following (105 ILCS 85/27(a)(1)): i. The *data elements* of covered information that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency. ii. To whom or to what entities the covered information is disclosed. iii. How the covered information is used. iv. The purpose of the disclosure of the covered information. f. For breaches involving 10% or more the District's enrolled students, a list of any breaches of covered information maintained by the District or by an operator that includes the following

Actor	Action
	information (105 ILCS 85/27(a)(5), added by P.A. 101-516~~, eff. 7-1-21~~): i. The number of students whose covered information was involved in the breach, unless the breach involves the *personal information* of students, as defined by the Personal Information Protection Act, 815 ILCS 530/10. Personal information means either: 1. A student's first name or first initial and last name in combination with any one or more of his or her (a) social security number, (b) driver's license number or State ID card number, (c) financial account information (with any required security codes or passwords), (d) medical information, (e) health insurance information, and/or (f) unique biometric data or other unique physical or digital representation of biometric data, when either the name or data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or 2. A student's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted, but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security. g. A written description of the procedures a parent may use to carry out their rights to: (1) inspect and review his/her child's covered information; (2) request electronic or paper copies of his/her child's covered information and (3) request corrections to his/her child's inaccurate covered information under SOPPA. 105 ILCS 85/27(4), added by P.A. 101-516~~, eff. 7-1-21~~. See 7.345-AP1, E4, *Notice of Parent Rights Regarding Student Covered Information*. 4. Posts on the District's website any new operator contracts within 10 business days of the District entering into the contract, along with the information required in items 3.a. through 3.e. listed immediately above. 105 ILCS 85/27(c), added by P.A. 101-516, eff. 7-1-21. 5. Promptly notifies the Superintendent of any breach of covered information or other personal information of students so that appropriate notices can be provided.
Chief Financial Officer	1. Assists Head of IT in creating, maintaining, and updating the internal inventory list referenced in the row above. 2. Reviews operator contracts, in consultation with the Attorney for the District, (including electronic agreements, click wrap agreements, or other terms and conditions a user must agree to before using the product or service) before approval to ensure they contain the provisions required by SOPPA.

Actor	Action
	The following provisions are required for contracts entered into, renewed, or amended ~~on or after~~as of 7-1-21, if the operator is seeking in any manner any covered information from the District (105 ILCS 85/15(4) and 85/27~~€~~, added by P.A. 101-516~~, eff. 7-1-21~~): a. A listing of the categories or types of covered information to be provided to the operator. b. A statement of the product or service being provided to the District by the operator. c. A statement that, pursuant to the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the operator (1) is acting as a school official with a legitimate educational interest, (2) is performing an institutional service or function for which the District would otherwise use employees, (3) is under the direct control of the District, with respect to the use and maintenance of covered information, (4) is using the covered information only for an authorized purpose and (5) may not re-disclose covered information to third parties without the District's permission or pursuant to a court order. d. A description of how, if a breach is attributed to the operator, any costs and expenses incurred by the District in investigating and remediating the breach will be allocated between the operator and District. The costs and expenses may include, but are not limited to: (1) providing notification to parent of those students whose covered information was compromised and to regulatory agencies or other entities as required by law or contract, (2) providing credit monitoring to those students whose covered information was exposed in a manner during the breach that a reasonable person would believe that it could impact his or her credit or financial security, (3) legal fees, audit costs, fines, and any other fees or damages imposed against the school as a result of the security breach; and (4) providing any other notifications or fulfilling any other requirements adopted by the ~~Ill. State Board of Education~~ISBE or of any other State or federal laws e. A statement that the operator must delete or transfer to the school all covered information if the information is no longer needed for the purposes of the written agreement and to specify the time period in which the information must be deleted or transferred once the operator is made aware that the information is no longer needed for the purposes of the written agreement. f. If the District maintains a website, a statement that the District must publish the written agreement on the District's website. If the school does not maintain a website, a statement that the District will make the written agreement available for inspection by the general public at its administrative office. ~~f.~~g. A provision requiring the operator to implement and maintain reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure.

Actor	Action
	3. As permitted by State law, obtains the operator's agreement regarding what provisions, if any, of the contract will be redacted in the copy that is posted on the District's website. Items 2.a, 2.b, and 2.c in the list immediately above may NOT be redacted in the posted copy. 4. Ensures that the District also has written agreements in place that include the provisions listed in #2 above whenever it shares, transfers, discloses, or provides access to a student's covered information to an entity or individual, other than the student's parent, school personnel, Board members, or ISBE, unless the disclosure or transfer is (1) required by court or State or federal law or (2) to ensure legal or regulatory compliance. 105 ILCS 85/26(2), added by P.A. 101-516~~, eff. 7-1-21~~. 5. Provides a copy of all operator contracts to the Director of Technology for posting on the District's website.
Attorney for the District	1. Develops and maintains a protocol to manage parent requests to inspect and review their child's covered information, whether it is maintained by the District, ISBE, or an operator. 105 ILCS 85/33(c)(1), added by P.A. 101-516~~, eff. 7-1-21~~. If the covered information is a *school student record*, then follow the procedures and timelines for responding to student record requests in 7:340-AP1, *School Student Records*. 2. Develops and maintains a protocol to manage parent requests for copies (electronic and paper) of students' covered information. Align the protocol with the following requirements (105 ILCS 85/33(c)(2), added by P.A. 101-516~~, eff. 7-1-21~~): a. A parent must submit the request on a signed and dated form that includes the parent's name, address, phone number, and the student's name, and the school from which the request is being made. 23 Ill. Admin. Code §380.20(b). See 7.345-AP1, E5, *Parent Request Form for Student Covered Information*. b. The District must provide the parent with a copy of the student's covered information within 45 days of receipt of the request. 23 Ill. Admin. Code §380.20(a). ~~a.~~c. If the parent requests an electronic copy of the student's covered information, the District must provide an electronic copy of the information, unless the District does not maintain it in an electronic format and reproducing the information in an electronic format would be unduly burdensome to the District. 23 Ill. Admin. Code §§380.20(a), 380.30(a). d. If the parent requests a paper copy of the student's covered information, after providing the first 50 pages at no cost, the District may charge the parent the ~~reasonable~~ actual cost of copying ~~in an amount~~ not to exceed ~~the amount fixed in a schedule adopted by ISBE~~$0.15 per page. However, the parent may not be denied a copy of the information due to the parent's inability to pay the cost of copying. 23 Ill. Admin. Code §380.30(b). e. A parent may make no more than two requests per student per fiscal quarter. 23 Ill. Admin. Code §380.20(d).

Actor	Action
	~~b.~~f. If the covered information requested includes data on more than one student, the parent may inspect and review only the covered information relevant to the parent's child. ~~c. The protocol must be consistent with any regulations issued by ISBE.~~ ~~d.~~g. If the covered information is a *school student record*, then follow the procedures and timelines for responding to student record requests in 7:340-AP1, *School Student Records*. 3. Develops and maintains a protocol to manage parent requests for corrections to factual inaccuracies contained in a student's covered information. See 7.345-AP1, E6, Parent Request Form for Correction of Student Covered Information. Aligns the protocol with the following requirements (105 ILCS 85/33(c)(3), added by P.A. 101-516~~, eff. 7-1-21~~): a. The District must determine whether the factual inaccuracy exists. b. If the District determines that a factual inaccuracy exists, and the District maintains or possesses the covered information, it must correct the inaccuracy and confirm the same with the parent within 90 calendar days after receiving the parent's request. c. If the District determines that a factual inaccuracy exists and an operator or ISBE maintains or possesses the information, the District must notify the operator or ISBE of the factual inaccuracy and correction to be made. The operator or ISBE must confirm the correction with the District within 90 calendar days after it receives the District's notice. The District must then confirm the correction with the parent within 10 business days after receiving confirmation of the correction from the operator or ISBE. d. If the covered information is a *school student record*, and the parent requests a hearing to challenge the accuracy of the record(s), follow the procedures and timelines in 7:340-AP1, *School Student Records.* 4. Develops and maintains a protocol to manage parent requests for deletion of a student's covered information maintained by an operator. Align the protocol with the following requirements: a. Deny the request if granting it would result in a violation of the Ill. School Student Records Act or other records laws, such as the deletion of a *school student record* (temporary or permanent) that the District is required by law to maintain for a certain period of time. 105 ILCS 85/27(g), added by P.A. 101-516~~, eff. 7-1-21~~. b. Consider denying the request if granting it would effectively result in the student being unable to participate in all or a portion of the District's curriculum through the site, service, or application being used.
Building Principal(s)	1. Ensures that parents are provided with 7:345-AP1, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*, at

Actor	Action
	the beginning of each school year through distribution of school handbooks or other means generally used by the building to provide such notices to parents. 105 ILCS 85/28(e), added by P.A. 101-516~~,~~ ~~eff. 7-1-21~~. 2. Promptly communicates any parent requests for copies of, corrections to, or deletion of students' covered information to the Attorney for the District.
Staff Members	1. Participate in any District-required trainings on the privacy and security of student data. 2. Refrain from using any new online sites, services, or applications that collect any student data or covered information that have not be pre-approved for use by the District. 3. Be familiar with and abide by policy 6:235, *Access to Electronic Networks,* and 6:235-AP1, *Acceptable Use of the District's Electronic Networks*.
K-12 Data Privacy and Cybersecurity Resources: www.isbe.net/Pages/Educational-Technology.aspx www.studentprivacy.ed.gov/ ~~www.ltcillinois.org/resources/dataprivacy/~~www.ltcillinois.org/services/dataprivacy/ ~~www.ferpasherpa.org/resources/~~www.studentprivacycompass.org www.k12cybersecure.com/resources/ www.cosn.org/ProtectingPrivacy Attai, Linnette. Student Data Privacy: Building a School Compliance Program. (Rowman & Littlefield, 2018).	

Parental Involvement (NEW)

Building Principals shall advocate effective, comprehensive family involvement in education that will promote parents/guardians becoming active partners in education. Building Principals shall, at least once every semester, provide a written report to the Superintendent on parental involvement programs and efforts in their buildings. This administrative procedure identifies opportunities for parental involvement.

The District or school provides notices to parents/guardians on the following topics (list may not be exhaustive):

Public hearing on holding school or scheduling teachers' institutes, parent-teacher conferences, or staff development on certain holidays. 105 ILCS 5/24-2(b)(2).
Free and reduced-price food service. 7 C.F.R. §245.5; 23 Ill. Admin. Code §305.10(c).
Fee waiver. 23 Ill. Admin. Code §1.245.
Applications of pest control and/or lawn care products. 225 ILCS 235/10.3, 415 ILCS 65/3.
Instruction on recognizing and avoiding sexual abuse. 105 ILCS 5/27-13.2.
Parental school visitation rights. 820 ILCS 147/25.
Child's placement in English learner programs. 105 ILCS 5/14C-4.
Major school-sponsored events, including parent-teacher conferences, given to non-custodial parents. 105 ILCS 5/10-21.8.
Unexplained absence from school of a student in K-8 (within two hours). 105 ILCS 5/26-3b.
Graduation requirements, particularly when a student's eligibility for graduation may be in question. 23 Ill. Admin. Code §1.440(e).
A student's suspension and/or expulsion. 105 ILCS 5/10-22.6.
Electronic audio and/or visual recording devices if located on school buses. 720 ILCS 5/14-3(m).
Physician who prescribes District's supply of epinephrine injectors is protected from liability, with limited exceptions. 105 ILCS 5/22-30(c).
Availability of the District report card. 105 ILCS 5/10-17a(5).
See also:
6:170-AP2, *Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws*
7:190-E2, *Student Handbook Checklist*
7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*

State laws have created parental involvement opportunities on the following topics:

Students Records

Parents/guardians have many rights concerning their student's school records, including the right to access the records (105 ILCS 10/5); the right to challenge the content (105 ILCS 10/7); and a non-custodial parent has the right to receive copies of school correspondence and reports (105 ILCS 5/10-21.8).

Parent-Teacher Advisory Committees

The School Board establishes a parent-teacher advisory committee(s) on student discipline and behavior interventions for special education students. 105 ILCS 5/10-20.14 and 5/14-8.05(c).

Curriculum Involvement

The District must involve the parents/guardians of a child with disabilities in their child's education and placement. 20 U.S.C. §1414 and 1415; 34 C.F.R. §300.322, 501, 503, 504, 507 and 508; 105 ILCS 5/14-1 et seq., 23 Ill. Admin. Code §§226.500, 510, 520, 530 and 610.

If parent(s)/guardian(s) opts their child(ren) out in writing, the student is not required to take National Sex Education Standards (NSES) classes or courses. 105 ILCS 5/27-9.1a(d), added by P.A. 102-522 , and 110/3, and see also 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs.*

A parent/guardian has the right to examine instructional materials to be used in National Sex Education Standards (NSES) classes or courses. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522, and 110/3. See also 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*.

The Board determines the instructional program with involvement of parents/guardians. 23 Ill. Admin. Code §1.410.

The District may consult with parent/guardian on an individual remediation plan for students demonstrating a proficiency level comparable to the average pupil performance one grade or more below current placement. 105 ILCS 5/2-3.64(b), repealed by P.A. 98-972, eff. 8-15-14; however, there is no penalty for continuing this practice when it is in the best interests of a student.

The District must notify parents/guardians of graduation requirements and when a student's eligibility for graduation may be in question. 23 Ill. Admin. Code §1.440(e).

The Board may use parent/guardian volunteers as: (1) assistants under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34); (2) supervisors, chaperones, or sponsors for non-academic activities (105 ILCS 5/10-22.34a); and (3) guest lecturers or resource persons under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34b).

Upon a parent/guardian's request, a student must be released for religious instruction or observance. 105 ILCS 5/26-1(5).

The District must post the school report card on its website and, upon request, send it to parents/guardians. If the District does not maintain a website, the report card must be sent to parents/guardians without request. The District must send a written notice home to parents/guardians stating: (1) that the report card is available on the website; (2) the website address; (3) that a printed copy will be sent upon request; and (4) the telephone number to call to request a printed copy. 105 ILCS 5/10-17a.

Conferences and Hearings

The District must notify parents/guardians and consult with them and keep them involved with the education and placement of their child with disabilities. 20 U.S.C. §1414 and 1415; 34 C.F.R. §300.322, 501, 503, 504, 507 and 508; 105 ILCS 5/14-1 et seq., 23 Ill. Admin. Code §§226.500, 510, 520, 530 and 610.

Parents/guardians have the right to an unpaid leave from work to attend educational or behavioral conferences. 820 ILCS 147/1 et seq.

The District may use two days for parent-teacher conferences and may add more days to the teacher work year subject to collective bargaining. 105 ILCS 5/3-11.

A non-custodial parent receives notices of parent-teacher conferences. 105 ILCS 5/10-21.8.

A hearing with the parents/guardians must precede a student's expulsion. 105 ILCS 5/10-22.6(a).

Report on Parental Involvement

Parental involvement must be included in the school report card. 105 ILCS 5/10-17a.

The following Board policies provide opportunities for parental involvement:

School Board

2:150 *Committees*
2:260 *Uniform Grievance Procedure*

Operational Services

4:10 *Fiscal and Business Management*
4:110 *Transportation*
4:130 *Free and Reduced-Price Food Services*
4:140 *Waiver of Student Fees*
4:160 *Environmental Quality of Buildings and Grounds*
4:170 *Safety*

Personnel

5:230 *Maintaining Student Discipline*

Instruction

6:60 *Curriculum Content*
6:120 *Education of Children with Disabilities*
6:140 *Education of Homeless Children*
6:145 *Migrant Students*
6:150 *Home and Hospital Instruction*
6:160 *English Learners*
6:170 *Title I Programs*
6:180 *Extended Instructional Programs*
6:190 *Extracurricular and Co-Curricular Activities*
6:235 *Access to Electronic Networks*
6:270 *Guidance and Counseling Program*
6:280 *Grading and Promotion*
6:300 *Graduation Requirements*
6:310 *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*
6:340 *Student Testing and Assessment Program*

Students

7:15 *Student and Family Privacy Rights*
7:20 *Harassment of Students Prohibited*
7:30 *Student Assignment and Intra-District Transfer*
7:40 *Nonpublic School Students, Including Parochial and Home-Schooled Students*
7:50 *School Admissions and Student Transfers To and From Non-District Schools*
7:60 *Residence*
7:70 *Attendance and Truancy*

7:80 *Release Time for Religious Instruction/Observance*
7:90 *Release During School Hours*
7:100 *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*
7:165 *School Uniforms*
7:170 *Vandalism*
7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*
7:185 *Teen Dating Violence Prohibited*
7:190 *Student Behavior*
7:200 *Suspension Procedures*
7:210 *Expulsion Procedures*
7:220 *Bus Conduct*
7:230 *Misconduct by Students with Disabilities*
7:240 *Conduct Code for Participants in Extracurricular Activities*
7:250 *Student Support Services*
7:260 *Exemption from Physical Education*
7:270 *Administering Medicines to Students*
7:275 *Orders to Forgo Life-Sustaining Treatment*
7:280 *Communicable and Chronic Infectious Disease*
7:285 *Food Allergy Management Program*
7:290 *Suicide and Depression Awareness and Prevention*
7:300 *Extracurricular Athletics*
7:305 *Student Athlete Concussions and Head Injuries*
7:340 *Student Records*

Community Relations

8:30 *Visitors to and Conduct on School Property*
8:90 *Parent Organizations and Booster Clubs*
8:95 *Parental Involvement*

School-level parental involvement programs include:

1. Keeping parents/guardians thoroughly informed about their child's school and programs.

   Develop and distribute a comprehensive student handbook.
   Distribute information to parents/guardians on their school visitation rights.
   Promote open houses.
   Promote parent/guardian-teacher conferences.
   Provide progress reporting and report cards, and keep parents/guardians informed when their child is not adequately progressing and there is a likelihood of retention.
   Publish newsletters.
   Sponsor financial information nights.

2. Encouraging involvement in their child's school and education.

   Support and encourage parents/guardians volunteer opportunities.
   Work with the PTO to promote parents/guardians volunteer opportunities.
   Develop and use outreach programs to community groups and organizations.

3. Establishing effective two-way communication between all parents/guardians and District personnel.

   Monthly Building Principal coffees.

Work with PTO leadership to ensure parental input.
Train personnel to collaborate with families of diverse backgrounds, including backgrounds that might impede parental/guardian participation, e.g., illiteracy or language difficulty.

4. Seeking the advice of parents/guardians on school governance issues and methods to fulfill the District's educational mission.

   Work with PTO leadership to ensure parental input.
   Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues.

5. Informing parents/guardians how they can assist their children's learning

   Provide information to parents/guardians about activities they can do at home.
   Provide programs on how to establish a home environment that supports learning and appropriate behavior.
   Implement a homework-hotline.

Requests for Information Pursuant to the Illinois Freedom of Information Act
The District has received and processed the following requests for information:

1. Kevin Phares, responded 07.20.22

Personnel Matters

Resignations/Retirements/Releases/Terminations

Last Name	First Name	Homebase	Assignment	Action	**Effective**
Certified					
Davison	Britt	Fairview	1st Grade	Resignation	06/28/2022
Mercer	Karen	Hoose	LBS1	Retirement	June 2025
Schempf	Charles	Hoose	PE	Resignation	06/22/2022
Stricklin	Julie	Oakdale	5th Grade	Resignation	06/16/2022
Cunningham	Jody	EJHS	Counselor	Resignation	06/23/2022
Rich	Morgan	PJHS	LBS1 SS1	Resignation	06/30/2022
Samuels	Latrice	NCWHS	LBS1	Resignation	07/11/2022
Educational Support Personnel					
Fitz-Ayala	**Lilia**	**Cedar Ridge**	**EOP - 9.5 - Bilingual**	**Resignation**	**08/31/2022**
Maubach	Barbara	Northpoint	Para-Spec Ed	Resignation	06/30/2022
Easton	Charles	Oakdale	Para-Reg Ed Math	Retirement	7/11/2022
Merilatt	Mary Lee	Towanda	EOP - 10 Month	Resignation	7/5/2022
Frosch	**Jackson**	**PJHS**	**Para-Spec Ed**	**Resignation**	**7/19/2022**
Dial	Megan	NCHS	Food Service-173 Days-6 Hours	Resignation	6/15/2022

Employment **(R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)**

	Last Name	**First Name**	**Homebase**	**Assignment**	**Step**	**Lane**	**FTE**	**Effective**
Certified								

(R)	Roti	Jacqueline	Benjamin		2nd Grade	Step 1	B+0	1.0		8/15/2022
(R)	Steffen	Cassandra	Benjamin		3rd Grade	Step 1	B+0	1.0		8/15/2022
(R)	Rooker	Beth	Brigham		SLP - Float	Step 11	M+16	1.0		8/15/2022
(R)	**Hook**	**Jennifer**	**Cedar Ridge**		**LBS1**	**Step 11**	**M+32**	**1.0**		**8/15/2022**
(R)	**Grove**	**Casy**	**Glenn**		**1st Grade**	**Step 1**	**B+0**	**1.0**		**8/15/2022**
(R)	Tielke	Kassadie	Hudson		3rd Grade	Step 8	M+0	1.0		8/15/2022
(R)	Verner	Carrie	Northpoint		3rd Grade	Step 11	M+0	1.0		8/15/2022
(R)	Hofer	Simona	Oakdale		Psychologist	Step 8	M+32	1.0		8/15/2022
(R)	Clifton	Jillian	Parkside		3rd Grade	Step 1	B+0	1.0		8/15/2022
(R)	Miller	Ashley	Prairieland		LBS1	Step 11	B+0	1.0		8/15/2022
(R)	Leman	Rebecca	Towanda		Kindergarten	Step 1	B+0	1.0		8/15/2022
										395
(R)	**Gaddy**	**Elizabeth**	**CJHS**		**7th Grade Science/LA**	**Step 3**	**B+-0**	**1.0**		**8/15/2022**
(R)	**Stevens**	**Laura**	**CJHS**		**LBS1**	**Step 17**	**M+0**	**1.0**		**8/15/2022**
(R)	Walsh	Anna	EJHS		7th Grade La	Step 9	M+0	1.0		8/15/2022
(LR)	Gutterridge	Kyle	PJHS		PE	Step 1	B+36	1.0		8/15/2022
(RE)	Meiss	Tanner	NCHS		ESL	Step 3	B+0	1.0		8/15/2022
(R)	Cruzan	Martin	NCWHS		Industrial Tech	Step 10	M+0	1.0		8/15/2022
(R)	Davis	Krista	NCWHS		LBS1	Step 7	M+0	1.0		8/15/2022
(R)	Vogel	Brenna	NCWHS		LBS1	Step 3	M+38	1.0		8/15/2022
Educational Support Personnel										
(R)	Grealish	Annie	Brigham		Social Worker Intern			1.0		8/15/2022
(R)	Earle	Angelica	Fairview		EOP-10 Month-Lane B	Step 2		1.0		8/1/2022
(R)	Walker	Alex	Sugar Creek		para - Spec Ed	Step 1		1.0		8/15/2022

(R)	McGuire	Mary Ann	Parkside		Noon Hour			1.0		8/15/2022
(R)	Stewart-Rice	Jennifer	Parkside		Para-Spec Ed	Step 4		1.0		8/15/2022
(R)	Lund	Kami	EJHS		Para-Spec Ed	Step 2		1.0		8/15/2022
(R)	Kearns	Mackenzie	PJHS		para-Spec Ed	Step 1		1.0		8/15/2022
(R)	Killian	Nicholas	PJHS		Para-Spec Ed	Step 1		1.0		8/15/2022
(R)	Nottke	Nicole	PJHS		Social Worker Intern			1.0		8/15/2022
(LR)	Schoen	Avery	PJHS		EOP-10 Month-Lane B	Step 4		1.0		8/15/2022
(R)	Ritter	Eric	NCHS		Para - Spec Ed	Step 1		1.0		8/15/2022
(R)	Triplett	Michael	NCHS		Safety Monitor			1.0		8/17/2022
(R)	Richards	Douglas	ERRC		Data Analyst			1.0		8/1/2022
(R)	Fields	Julianna	Unit Office		Legal Intern			1.0		8/5/2022
Substitutes										
Bacus	Brock									
Chaganti	Sirisha									
Corbly	**Cebastian**									
Gould	Collin A									
Kahwaji	Joseph									
Nelaturi	Venkata									
Zbrozek	Shea									

Contract Revisions

			Homebase			**Revision**				**Effective**
Certified										
Borne	Tiffany		KJHS/ 6th LA			From M+0 To M+21				8/15/2022
Cleveland	Marla		Hoose/ Adaptive PE			From B+0 to M+0				8/15/2022
Elmore	Brandy		Hoose/ Social Worker			**M+32 To M+48**				8/15/2022

Felix	**Rhett**	**EJHS/LBS1**	**From M+6 To M+18**	**8/15/2022**
Lakebrink	Margaret	Cedar Ridge/ Psychologist	Add - NCSP	8/15/2022
Lamkin	**Sarah**	**NCHS/ Social Science**	**From B+0 To M+55**	**8/15/2022**
Lawton	**Carrie**	**CJHS/ 6th Grade Math/LA**	**From M+53 Step 5 To M+53, Step 12**	**8/15/2022**
Powell	**Nicole**	**Hoose**	**From M+0 Step 11 To M+32**	**8/15/2022**
Radford	Curtis	NCHS/ LBS1	From B+0 To B+30	8/15/2022
Schmidt	Chloe	NCWHS/Math	From B+0 To B+24	8/15/2022
Shannon	Janet	NCHS/ SLP	From M+14 Step 17 To M+14, Step 21	8/15/2022
Theobald	Keely	Hoose/ SLP	From M+0, Step 2 To M+24, Step 9	8/15/2022
Schedule B				
Blissk	Paul - Non-UFEA	PJHS	Add - JHSB	8/15/2022
Burnett	Cory	PJHS	Drop - CHR2L	5/26/2022
Holowinski	Olivia - Non-UFEA	NCHS	Add - WGAD	8/18/2021
Kobel	Shawn - Non-UFEA	PJHS	Add - JHTR	8/15/2022
Ramsey	Destiny - Non_UFEA	PJHS	Add - JHBB	
Schaschwary	Hannah	PJHS	Add - CHR2	8/15/2022
Schlipf	Jamie	PJHS	Add - CHR3L - .5 to 1.0	8/15/2022
Educational Support Personnel				
Long	Matthew	Northpoint/ Custodian Night	From Northpoint/ Custodian Night To Hoose - Custodian - Head Day	08/01/2022
Riddle	Dustin	CJHS/ Custodian Night	From CJHS - Custodian Night To Oakdale - Custodian - Head Day	08/01/2022
Simmons	Krista	PJHS/ Para-Spec Ed	From Step 2 To Step 3	08/15/2022
Cluver	Chris	ERRC/ Tech I	From Tech I To Tech II	07/01/2022

Schilkoski	Alice	Warehouse/ EOP-10 Months- Lane A	From 10 Months Lane A	07/01/2022
			To 12 Months Lane B	

Leave Requests

		Homebase/Position	Leave Requested	Effective
Certified				
Boline-Mott	Angie	Oakdale/ MTSS SEL/Behavior Interventionist	Planned Extended Leave	2022-2023
Educational Support Personnel				
Hatrich	Michelle	PJHS - EOP - 10 months - Lane B	Planned Extended Leave	08/08/2022-05/25/2023

Information Only

Adcock	Kristina	Oakdale/ Para-Spec Ed	From Oakdale to Parkside	8/15/2022
Alvarez	Annalyssa	Cedar Ridge/ 2nd Grade bilingual	From 2nd Grade Bilingual To Kindergarten Bilingual	8/15/2022
Baker-Smith	Monica	NCWHS / Para-Spec Ed	From NCWHS To Sugar Creek	8/15/2022
Broach	**James**	**Sugar Creek/ 5th Grade**	**From Sugar Creek 5th Grade**	**8/15/2022**
			To CJHS 6th Grade SS/LA	
Burcham	Kylee	Prairieland OTA	From Prairieland To Hoose	8/15/2022
Cannon	Kristine	Oakdale/ MTSS Intervention	From Oakdale to Parkside	8/15/2022
Easton	Kim	NCWHS / Custodian Night	From NCWHS To Northpoint	8/2/2022
Grubic	Angela	Glenn/ 1st Grade	From 1st grade To Elem Math Instructional Coach	8/15/2022
Herrmann	Michele	Fairview/ 5th Grade	From Fairview To Oakdale	8/15/2022
Hill	Daniel	NCWHS/ Night Custodian Pool	From Custodian Night Pool 3rd Shift	7/1/2022
			To Custodian Night 2nd Shift	
Hinthorn	Diane	Grove/ OTA	From Grove To Prairieland	8/15/2022
Hess	LaToya	NCWHS/ Para-Reg Ed - ISS	From NCWHS To PJHS	08/2022
Kessinger	Susan	Fairview/ Custodian Night	From Fairview To Prairieland	8/1/2022
Pavlou	Alexis	Parkside/ 3rd Grade	From Parkside 3rd Grade To Hoose 5th Grade	8/15/2022
Scogin	Zachary	Hoose/ Head Custodian Day	From Hoose To Pepper Ridge	8/1/2022
Spaid	Robin	Pepper Ridge/ Para-Spec Ed	From Pepper Ridge To Fox Creek	08/2022

MCLEAN COUNTY UNIT DISTRICT NO. 5

Authorization for Payment of Bills and Payrolls

June 16, 2022 through July 20, 2022

SUMMARY OF BILLS & PAYROLLS BY FUND

Fund	[1] Prepaid Bills	[2] Bills To Be Paid	[3] Payrolls	Total
07 Flexible Benefit Plan Trust Fund	66,219.16	0.00	0.00	66,219.16
08 Unit 5 Self-Funded Insurance	1,381,964.84	0.00	0.00	1,381,964.84
10 Educational	795,208.75	799,007.24	9,003,158.61	10,597,374.60
20 Operations & Maintenance	311,202.04	570,076.83	556,659.07	1,437,937.94
30 Debt Service	227,133.15	0.00	0.00	227,133.15
40 Transportation	996,982.17	48,953.11	20,329.26	1,066,264.54
50 Social Security	0.00	0.00	224,590.64	224,590.64
51 IMRF	0.00	0.00	164,687.23	164,687.23
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	41,556.06	45,418.65	30,864.50	117,839.21
90 Life Safety	34,144.44	0.00	0.00	34,144.44
99 Student Activity Funds [4]	160,192.33	0.00	0.00	160,192.33
Grand Total	**$4,014,602.94**	**$1,463,455.83**	**$10,000,289.31**	**$15,478,348.08**

[1] For funds 8 through 90, these bills were paid on and between 6/16/22 and 7/19/22. Please see the "Vendor Bill Listing - PREPAID" report for details.

[2] These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

[3] Please see the "Payroll Fund Totals" report for details.

[4] These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 6/15/22 and 7/19/22. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

ATTEST:

I certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of $15,478,348.08.

_____ _____

Barry Hitchins, President, Board of Education Date

_____ _____

Kentrica Coleman, Secretary Pro Tempore, Board of Education Date

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2021-2022

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	240	06/16/2022	06/30/2022	06/30/2022
Classified - Semi	240	06/16/2022	06/30/2022	06/30/2022

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 240					
10	3,176,564.51	0.00	146,270.42	357,177.00	3,680,011.93
50	0.00	44,195.64	0.00	0.00	44,195.64
80	4,748.95	0.00	481.52	327.50	5,557.97
Period Total:	**$3,181,313.46**	**$44,195.64**	**$146,751.94**	**$357,504.50**	**$3,729,765.54**
Classified - Semi - Period Number: 240					
10	623,658.78	0.00	0.00	158,999.90	782,658.68
20	277,354.21	0.00	0.00	2,907.52	280,261.73
40	9,502.24	0.00	0.00	1,482.33	10,984.57
50	0.00	66,707.22	0.00	0.00	66,707.22
51	0.00	0.00	81,140.29	0.00	81,140.29
80	8,943.52	0.00	0.00	1,165.00	10,108.52
Period Total:	**$919,458.75**	**$66,707.22**	**$81,140.29**	**$164,554.75**	**$1,231,861.01**
Grand Totals:	**$4,100,772.21**	**$110,902.86**	**$227,892.23**	**$522,059.25**	**$4,961,626.55**

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2022-2023

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	10	07/01/2022	07/15/2022	07/15/2022
Classified - Semi	10	07/01/2022	07/15/2022	07/15/2022
Classified - Semi	11	07/01/2022	07/15/2022	07/15/2022

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Classified - Semi - Period Number: 10					
10	660,648.59	0.00	0.00	159,171.04	819,819.63
20	267,416.46	0.00	0.00	2,850.70	270,267.16
40	7,681.68	0.00	0.00	1,663.01	9,344.69
50	0.00	68,647.82	0.00	0.00	68,647.82
51	0.00	0.00	83,016.48	0.00	83,016.48
80	9,267.32	0.00	0.00	1,200.00	10,467.32
Period Total:	**$945,014.05**	**$68,647.82**	**$83,016.48**	**$164,884.75**	**$1,261,563.10**
Certified - Semi - Period Number: 10					
10	3,200,687.60	0.00	146,139.82	373,767.00	3,720,594.42
50	0.00	44,565.36	0.00	0.00	44,565.36
80	3,945.92	0.00	439.77	345.00	4,730.69
Period Total:	**$3,204,633.52**	**$44,565.36**	**$146,579.59**	**$374,112.00**	**$3,769,890.47**
Classified - Semi - Period Number: 11					
10	73.95	0.00	0.00	0.00	73.95
20	6,130.18	0.00	0.00	0.00	6,130.18
50	0.00	474.60	0.00	0.00	474.60
51	0.00	0.00	530.46	0.00	530.46
Period Total:	**$6,204.13**	**$474.60**	**$530.46**	**$0.00**	**$7,209.19**
Grand Totals:	**$4,155,851.70**	**$113,687.78**	**$230,126.53**	**$538,996.75**	**$5,038,662.76**

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Expenditure Summary Report

From Date: 6/15/2022
To Date: 6/15/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
IHSA	**Girls VB Regional**	0	**46341**	6/15/2022	926.40
IHSA Total					**926.40**
McLean Co Unit Dist No 5	**V315502**	0	**1591**	6/15/2022	2,243.33
	100800 hotels dance	0	**46342**	6/15/2022	1,128.60
	100800-Dance shoes	0	**46342**	6/15/2022	438.90
	Visa 100800 May	0	**46342**	6/15/2022	2,897.10
	V612301	0	**21531**	6/15/2022	138.90
McLean Co Unit Dist No 5 Total					**6,846.83**
Grand Total					**7,773.23**

Expenditure Summary Report

From Date: 6/15/2022
To Date: 6/15/2022

Fund	Amount
99	7,773.23
Grand Total	**7,773.23**

CUSD No. 5, McLean and Woodford Counties, Illinois

Expenditure Summary Report

From Date: 6/16/2022
To Date: 7/19/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A B Hatchery	2959 4/15	2205512	249949	6/28/2022	49.89
A B Hatchery Total					49.89
Ace Hardware	58199/5 6/23	2205513	249950	6/28/2022	72.50
	7 INVS 6/7-6/15	2200024	249950	6/28/2022	231.90
	581867/5	2205485	249950	6/28/2022	4.30
	581853/5,581807/5	2205427	249950	6/28/2022	56.88
Ace Hardware Total					365.58
Adelante Ed. Specialists Group, Inc.	1227 5/09	2205469	249951	6/28/2022	13,500.00
Adelante Ed. Specialists Group, Inc. Total					13,500.00
Advance Auto Parts	13 INV 5/3-6/10	2200109	249952	6/28/2022	2,574.61
Advance Auto Parts Total					2,574.61
Ahart, James D	REIMB CLOTHG 2/02	2205446	249953	6/28/2022	54.29
Ahart, James D Total					54.29
Alexander, Undrell Tate	Wildkit Camp	0	46041	7/12/2022	180.00
Alexander, Undrell Tate Total					180.00
Alpha Controls & Services LLC	AP4-22S011-4 6/14	2205541	249954	6/28/2022	9,546.50
	AP1&2-22S011-2&3	2205455	249954	6/28/2022	36,895.60
	AP3-22S009-3 5/12	2205502	249954	6/28/2022	8,438.40
	AP1 & 2 22S010-2 & 3	2205453	249954	6/28/2022	31,055.20
	22S012-1 3/10	2205501	249954	6/28/2022	6,157.00
Alpha Controls & Services LLC Total					92,092.70
Alvarez, Tristan	Soccer balls	0	46042	7/12/2022	131.34
Alvarez, Tristan Total					131.34
Amazon Capital Services	V748868	2204838	250081	6/30/2022	138.49
	3 INVS 6/3-6/26	2204946	249955	6/28/2022	2,099.70
	1PJX-6Y39-3LM7 6/24	2205466	249955	6/28/2022	76.80
	13QT-CC1N-FLHD 6/22	2205417	249955	6/28/2022	184.95
	197T-34Q3-9YNF 6/21	2205454	249955	6/28/2022	63.29
	197T-34Q3-D9K7 6/21	2205456	249955	6/28/2022	24.99
	6 INV 5/8-06/19	2204770	249955	6/28/2022	193.68
	11PV-91FC-1367 6/15	2205319	249955	6/28/2022	291.79
	13DN-G9VK-96LX	2205395	249955	6/28/2022	115.95
	11M7-7YLX-JWTW	2205313	249955	6/28/2022	326.02
	IJ3Q-MP9Q-HD7D 6/12	2205237	250081	6/30/2022	358.70
	1YXD-C3K3-M3W9 6/09	2205238	250081	6/30/2022	305.95
	1X9W-KNQ6-1QCJ 6/6	2205189	249955	6/28/2022	438.90
	1RCK-36HM-FFXR 5/31	2205182	249955	6/28/2022	43.36
	1QJ7-6KMT-MVP3 5/26	2205140	249955	6/28/2022	45.90
	11LK-TXCR-GV4V 5/14	2204925	249955	6/28/2022	442.55
Amazon Capital Services Total					5,151.02
American Red Cross	22429290	0	46043	7/12/2022	515.00
American Red Cross Total					515.00
Amplified IT LLC	42655	2204901	249956	6/28/2022	1,500.00
Amplified IT LLC Total					1,500.00
Anderson University, Inc.	69164	0	46363	7/6/2022	6,663.76
Anderson University, Inc. Total					6,663.76
Anderson, Rob	Reimb Softball Banq	0	46354	6/28/2022	110.28

Expenditure Summary Report

From Date: 6/16/2022
To Date: 7/19/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Anderson, Rob Total					**110.28**
Arbor Scientific	**456921 4/20**	2204453	**249957**	6/28/2022	75.30
Arbor Scientific Total					**75.30**
Arseneau, Brody	**Camp Coach**	0	**46375**	7/13/2022	200.00
Arseneau, Brody Total					**200.00**
Aubin, Chad Stephen	**Misc track expenses**	0	**46007**	6/27/2022	1,082.08
	Food, clothing	0	**46044**	7/12/2022	851.68
Aubin, Chad Stephen Total					**1,933.76**
Avanti's Italian Restaurant - Normal	**NCWHS invoices 6-16**	0	**45992**	6/16/2022	952.48
Avanti's Italian Restaurant - Normal Total					**952.48**
Avanti's Italian Restaurant -Bloomington	**1972 5/14**	2205422	**249958**	6/28/2022	61.65
	5653 4/20	2205517	**249958**	6/28/2022	56.80
Avanti's Italian Restaurant -Bloomington Total					**118.45**
Baby Fold	**14724 6/27**	2205547	**250082**	6/30/2022	328.14
	14703 6/16	2205465	**249959**	6/28/2022	18,750.17
	14634 6/15	2205494	**249959**	6/28/2022	1,968.84
	14645 6/15	2205495	**249959**	6/28/2022	2,797.04
	14662 6/15	2205496	**249959**	6/28/2022	5,906.52
	14682 6/15	2205497	**249959**	6/28/2022	2,097.78
	14694 6/15	2205498	**249959**	6/28/2022	2,097.78
	14558 6/14	2205489	**249959**	6/28/2022	13,781.88
	14569	2205490	**249959**	6/28/2022	29,368.92
	14586 6/14	2205491	**249959**	6/28/2022	59,393.34
	14618 6/14	2205493	**249959**	6/28/2022	22,026.69
	14606	2205492	**249959**	6/28/2022	22,026.69
Baby Fold Total					**180,543.79**
Ball Chain Manufacturing Inc./Logo Tags	**BILLING 6/16**	2205542	**250083**	6/30/2022	1,114.00
Ball Chain Manufacturing Inc./Logo Tags Total					**1,114.00**
Bane, Parker J	**TRAVEL MAR-APR 22**	0	**249960**	6/28/2022	109.98
Bane, Parker J Total					**109.98**
Barnes & Noble Booksellers	**4281781 6/09**	2205156	**249961**	6/28/2022	5,423.00
Barnes & Noble Booksellers Total					**5,423.00**
Batteries Plus Bulbs	**P44362284 10/05/21**	2205525	**249962**	6/28/2022	6.43
	P43831264 09/20/21	2205524	**249962**	6/28/2022	24.99
Batteries Plus Bulbs Total					**31.42**
Bauer Crops & Cattle	**830703**	0	**46343**	6/22/2022	7.50
Bauer Crops & Cattle Total					**7.50**
Bennett, Tara Marie	**TRAVEL MAY 22**	0	**249963**	6/28/2022	34.75
	TRAVEL JUN 22	0	**249963**	6/28/2022	11.58
Bennett, Tara Marie Total					**46.33**
Bill's Key & Lock Shop	**166825, 166513**	2205526	**249964**	6/28/2022	44.85
Bill's Key & Lock Shop Total					**44.85**
Bio-Rad Laboratories, Inc.	**905541516 5/16**	2204748	**250084**	6/30/2022	171.89
Bio-Rad Laboratories, Inc. Total					**171.89**

Expenditure Summary Report

From Date: 6/16/2022
To Date: 7/19/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Birkey's Farm Store	P32284 6/09	2205484	249965	6/28/2022	18.90
Birkey's Farm Store Total					18.90
Blue Cross Blue Shield Of Illinois	383165597083	0	0	6/28/2022	299,068.37
	383163712492	0	0	6/21/2022	287,026.05
	383164787315	0	0	7/12/2022	371,206.34
	383166428674	0	0	7/6/2022	306,494.36
	760672828730	0	0	7/6/2022	98,961.45
Blue Cross Blue Shield Of Illinois Total					1,362,756.57
BMI Supply	PFIN-OR155314	0	46045	7/12/2022	333.79
BMI Supply Total					333.79
Borst, Kiley M.	Worker ILS	0	46344	6/22/2022	262.50
Borst, Kiley M. Total					262.50
Bradfield's Computer Supply	236442P 6/22	2205187	249966	6/28/2022	49,200.00
Bradfield's Computer Supply Total					49,200.00
Brent, Robert Mark	Camp Coach	0	46376	7/13/2022	336.00
Brent, Robert Mark Total					336.00
Bronke, Joshua Michael	Summer camp	0	46046	7/12/2022	1,000.00
Bronke, Joshua Michael Total					1,000.00
BSN Sports	917414869	0	46020	6/30/2022	42.02
	917540794	0	46065	7/15/2022	84.04
BSN Sports Total					126.06
BTUCK Choreography, LLC.	NW Dance team - 6/30	0	46021	6/30/2022	3,750.00
BTUCK Choreography, LLC. Total					3,750.00
Burris Equipment	PS3006907-2	2205531	249967	6/28/2022	111.28
Burris Equipment Total					111.28
Burton, John E	REIMB CLOTHG 10/14-	2205447	249968	6/28/2022	177.63
Burton, John E Total					177.63
Burton, Moriah	Mural Painting	0	46377	7/13/2022	1,100.00
Burton, Moriah Total					1,100.00
Buzicky, Mason	Baseball camp	0	46022	6/30/2022	60.00
Buzicky, Mason Total					60.00
Capstone	287319 6/24	2204273	250085	6/30/2022	70.36
Capstone Total					70.36
Carle BroMenn TC	6322 6/09	2205460	249970	6/28/2022	87.50
Carle BroMenn TC Total					87.50
Carl's Pro Band Instrument Repair	INV BILLING NCHS	2205421	249969	6/28/2022	1,000.00
Carl's Pro Band Instrument Repair Total					1,000.00
Casey's Garden Center	Normal West 6-16-22	0	45993	6/16/2022	19.00
Casey's Garden Center Total					19.00
CCMSI	0119954-IN	0	0	7/8/2022	33,087.54
CCMSI Total					33,087.54

Expenditure Summary Report

From Date: 6/16/2022
To Date: 7/19/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Central Illinois Trucks Inc	101P91772	2205428	249971	6/28/2022	241.60
Central Illinois Trucks Inc Total					241.60
Chapman, Carrie J	TRAVEL DEC 21	0	250086	6/30/2022	33.66
	TRAVEL JAN 22	0	250086	6/30/2022	41.07
	TRAVEL FEB 22	0	250086	6/30/2022	67.80
	TRAVEL MAR 22	0	250086	6/30/2022	41.89
	TRAVEL APR 22	0	250086	6/30/2022	43.06
	TRAVEL MAY 22	0	250086	6/30/2022	39.55
	TRAVEL JUN 22	0	250086	6/30/2022	21.65
Chapman, Carrie J Total					288.68
Churchey, Nancy	REG FEE REFUND	0	249972	6/28/2022	137.10
Churchey, Nancy Total					137.10
City of Bloomington	WATER BILL 06/13	0	249973	6/28/2022	3,249.91
	WATER BILL 5/26-06/2	0	249947	6/16/2022	3,779.64
City of Bloomington Total					7,029.55
City Of Bloomington 5	9454. 06/06	2205351	249948	6/16/2022	3,571.00
City Of Bloomington 5 Total					3,571.00
Clayton Holdings, LLC	5150 5/05	2300004	250110	7/18/2022	227,133.15
Clayton Holdings, LLC Total					227,133.15
Clean The Uniform Company	32100854, 30341478	2205505	249974	6/28/2022	168.16
Clean The Uniform Company Total					168.16
College Board-Ap Mwro	EP001529712 6/27	2205551	250087	6/30/2022	210.00
College Board-Ap Mwro Total					210.00
Collinson, Austin Joseph	Baseball camp	0	46023	6/30/2022	150.00
Collinson, Austin Joseph Total					150.00
Colorado Time Systems, LLC.	BILLING NCHS 6/16	2205031	249975	6/28/2022	2,700.00
Colorado Time Systems, LLC. Total					2,700.00
Connor Co	3 INV 6/6-6/15	2205523	249976	6/28/2022	571.66
Connor Co Total					571.66
Conrad, Karen	Soccer team meal	0	46047	7/12/2022	239.55
Conrad, Karen Total					239.55
Corn Belt Energy Corporation	ELECTRIC 06/10	0	249977	6/28/2022	122,225.64
Corn Belt Energy Corporation Total					122,225.64
Crescent Electric Supply Co	3 INVS 6/22	2205511	249978	6/28/2022	1,031.25
	9 INVS 4/14-6/20	2205522	249978	6/28/2022	2,203.12
Crescent Electric Supply Co Total					3,234.37
Cross, Lynn	6-20-22	0	45994	6/16/2022	75.00
Cross, Lynn Total					75.00
Culbertson, Christina Marie	REIMB SUPPLS 6/13-16	2205470	249979	6/28/2022	157.05
Culbertson, Christina Marie Total					157.05
Cunningham Children's Home	6561 5/31	2205434	249980	6/28/2022	7,236.80
	6560 5/31	2205435	249980	6/28/2022	5,292.40
Cunningham Children's Home Total					12,529.20

Expenditure Summary Report

From Date: 6/16/2022
To Date: 7/19/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Daktronics	QUOTE 801905-1-0	2205396	249981	6/28/2022	10,787.00
Daktronics Total					10,787.00
Davis, Wendy Leigh	REIMB 6/15	2205424	249982	6/28/2022	89.97
Davis, Wendy Leigh Total					89.97
Dearborn National Life Insurance Co	BILLING JUN 22	2205504	249983	6/28/2022	9,169.75
Dearborn National Life Insurance Co Total					9,169.75
Diaz, Marianela	TRAVEL APR 22	0	249984	6/28/2022	35.74
Diaz, Marianela Total					35.74
Dicken, Douglas R	REIMB CLOTHG 6/20	2205481	249985	6/28/2022	177.63
Dicken, Douglas R Total					177.63
Dillingham, Peyton Wayne	Baseball camp	0	46024	6/30/2022	150.00
Dillingham, Peyton Wayne Total					150.00
Doris Brothers Trophies, Inc	95519	0	45995	6/16/2022	72.50
Doris Brothers Trophies, Inc Total					72.50
Downers Grove South High School	Normal West Football	0	46008	6/27/2022	150.00
Downers Grove South High School Total					150.00
Drengwitz, Jason	Team pool night	0	46345	6/22/2022	250.00
Drengwitz, Jason Total					250.00
Dunne, Anna	Camp Counselor	0	46378	7/13/2022	120.00
Dunne, Anna Total					120.00
Emerick, Drew Mathew	Reimbursements	0	46009	6/27/2022	99.80
	Tennis camp items	0	46025	6/30/2022	48.89
	Scorecard holder	0	46048	7/12/2022	25.61
Emerick, Drew Mathew Total					174.30
EOSullivan Consulting LLC.	05-2022 06/06	2205471	249986	6/28/2022	10,000.00
EOSullivan Consulting LLC. Total					10,000.00
Etcheson Spa & Pool	222530 6/21	2205534	249987	6/28/2022	358.73
Etcheson Spa & Pool Total					358.73
Ewalt, Melinda	Senior night	0	46346	6/22/2022	73.25
	Banquet/senior	0	46346	6/22/2022	257.63
Ewalt, Melinda Total					330.88
Fastenal Company	ILBLM466134	2205539	249988	6/28/2022	12.94
Fastenal Company Total					12.94
Fastsigns	35934	0	46049	7/12/2022	185.00
Fastsigns Total					185.00
Feeney, David	Team trip	0	46364	7/6/2022	1,025.29
Feeney, David Total					1,025.29
Feeney, Sophia	Camp Counselor	0	46379	7/13/2022	100.00
Feeney, Sophia Total					100.00
Fela, Cate M	ILS Worker	0	46355	6/28/2022	120.00

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Fela, Cate M Total					**120.00**
Felstead, Thomas	**Camp Coach**	0	**46380**	7/13/2022	200.00
Felstead, Thomas Total					**200.00**
Fincham, Nathan C	**Soda, footballs**	0	**46050**	7/12/2022	102.39
Fincham, Nathan C Total					**102.39**
First Student, Inc.	**11802014 5/18**	2205468	**249989**	6/28/2022	939,107.17
First Student, Inc. Total					**939,107.17**
Fisher, Rocio	**REIMB SUPPLS 6/12-6/**	2205415	**249990**	6/28/2022	92.28
Fisher, Rocio Total					**92.28**
Flinn Scientific Inc	**52704321 5/4**	2204400	**249991**	6/28/2022	373.25
	2694379	2204193	**249991**	6/28/2022	81.57
Flinn Scientific Inc Total					**454.82**
Floyd, Cathy J	**Supply kit refund**	0	**46356**	6/28/2022	102.00
Floyd, Cathy J Total					**102.00**
Follett Content Solutions	**458581. 6/22**	2203783	**249992**	6/28/2022	1,473.66
	458581 6/22	2203782	**249992**	6/28/2022	1,400.00
	496130 6/9	2204784	**249992**	6/28/2022	3,242.73
	496896, A, & B	2204809	**249992**	6/28/2022	2,076.58
	500319 6/9	2205016	**249992**	6/28/2022	500.00
	461639F, 461657F	2203850	**249992**	6/28/2022	980.19
	464898F,464900F	2203951	**249992**	6/28/2022	1,164.64
	449760 & 449760F	2203489	**249992**	6/28/2022	718.35
	449758F 4/22	2203490	**249992**	6/28/2022	718.35
	451021F 4/129	2203572	**249992**	6/28/2022	1,293.46
Follett Content Solutions Total					**13,567.96**
Foster, Nathan C	**Varisty/JV coaching**	0	**46381**	7/13/2022	1,076.00
Foster, Nathan C Total					**1,076.00**
Franz, Timothy	**Reimb - lights**	0	**45996**	6/16/2022	59.49
Franz, Timothy Total					**59.49**
FREEMAN, JAMES	**Referee**	0	**46010**	6/27/2022	75.00
FREEMAN, JAMES Total					**75.00**
Freeman, Matthew Gregory	**6-20-22**	0	**45997**	6/16/2022	75.00
Freeman, Matthew Gregory Total					**75.00**
Frontier 1	**PHONE BILL 06/20**	0	**250088**	6/30/2022	525.26
	PHONE BILL - 6/13	0	**249993**	6/28/2022	6,620.82
Frontier 1 Total					**7,146.08**
Frye, Darrin L	**Baseball camp**	0	**46026**	6/30/2022	1,250.00
Frye, Darrin L Total					**1,250.00**
Further	**V341076**	0	**0**	6/29/2022	3,667.81
	V332760	0	**0**	6/30/2022	9,784.12
	40272980	0	**0**	6/23/2022	16,696.54
	V915355	0	**0**	6/17/2022	3,667.81
	40264986	0	**0**	6/16/2022	16,046.43
	16120584	0	**0**	6/22/2022	1,802.00
	V37517	0	**0**	7/18/2022	3,667.81

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Further	40294502	0	0	7/14/2022	14,659.34
	40288645	0	0	7/7/2022	9,032.73
Further Total					79,024.59
Galesburg Sewing Center	3618 6/22	2205032	250089	6/30/2022	1,355.50
Galesburg Sewing Center Total					1,355.50
Ggnet, Inc.	82893 6/15	2205451	249994	6/28/2022	75.00
Ggnet, Inc. Total					75.00
Goodman, Clint Tyler	Baseball camp	0	46027	6/30/2022	60.00
Goodman, Clint Tyler Total					60.00
Goodwin, Michael Howard	Meal for girls Bball	0	46365	7/6/2022	362.81
Goodwin, Michael Howard Total					362.81
Gorbold Behavioral Consulting, Inc	4971987	2300141	250109	7/7/2022	6,705.00
Gorbold Behavioral Consulting, Inc Total					6,705.00
Gordon Food Service, Inc	219803826 6/23	2205549	250090	6/30/2022	564.17
	2 INVS 6/21	2205472	249995	6/28/2022	3,363.96
	219675648 6/17	2205478	249995	6/28/2022	1,315.08
	2 INVS 6/14	2205431	249995	6/28/2022	7,707.96
	11 INVS 5/19-6/7	2205418	249995	6/28/2022	9,648.58
Gordon Food Service, Inc Total					22,599.75
Gotschall, Heather L	IHSCCO 22-23	0	46347	6/22/2022	35.00
	Hotel, gas, food	0	46366	7/6/2022	438.25
Gotschall, Heather L Total					473.25
Grainger Parts Operations Ww Graing	9341877356	2205529	249996	6/28/2022	245.05
Grainger Parts Operations Ww Graing Total					245.05
Grand Stage Company	ORDER # 0152067 5/6	2205030	249997	6/28/2022	8,236.00
Grand Stage Company Total					8,236.00
Growing Grounds	335877	0	46028	6/30/2022	106.00
Growing Grounds Total					106.00
Gulf Shores High School	C/O Chris Jacks	0	46051	7/12/2022	400.00
Gulf Shores High School Total					400.00
Haddock, Thomas Paul	Camp Coach	0	46382	7/13/2022	250.00
Haddock, Thomas Paul Total					250.00
Hafermann, Eduard	Food, posters	0	45998	6/16/2022	591.21
	ISU shootout pizza	0	46052	7/12/2022	56.24
Hafermann, Eduard Total					647.45
Hardesty, Connie	REG FEE REFUND	0	249998	6/28/2022	105.00
Hardesty, Connie Total					105.00
Harris, Elizabeth Rae	IAVAT Rooms	0	46357	6/28/2022	873.60
Harris, Elizabeth Rae Total					873.60
Hawkins, Christopher	Reimburse 6-30	0	46029	6/30/2022	370.92
Hawkins, Christopher Total					370.92
Hawkins, Inc.	6206593	2205438	249999	6/28/2022	1,291.45

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Hawkins, Inc. Total					**1,291.45**
Heinemann	**7449952 6/22**	2205423	**250000**	6/28/2022	20,776.67
Heinemann Total					**20,776.67**
Heritage Machine & Welding Inc	**44799 & 44791**	2205527	**250001**	6/28/2022	893.95
Heritage Machine & Welding Inc Total					**893.95**
Hill Radio	**3 INVS 12/31-3/15**	2205506	**250002**	6/28/2022	10,091.53
Hill Radio Total					**10,091.53**
Hilt, Kaine	**REIMB CLOTHG 6/15**	2205445	**250003**	6/28/2022	177.63
Hilt, Kaine Total					**177.63**
Hilton Chicago	**3259115051 NLC**	0	**46348**	6/22/2022	15,983.98
Hilton Chicago Total					**15,983.98**
Hodges Loizzi Eisenhammer Rodick &	**55527 4/30**	2205437	**250004**	6/28/2022	2,300.20
Hodges Loizzi Eisenhammer Rodick & Total					**2,300.20**
Holt Supply Company	**3336818 & 819**	2205521	**250005**	6/28/2022	229.89
	3336390	2205538	**250005**	6/28/2022	12.35
Holt Supply Company Total					**242.24**
Horine, David	**NCHS BILL 21-22**	2205420	**250006**	6/28/2022	500.00
Horine, David Total					**500.00**
Iada	**22-23 Member-kearfot**	0	**46367**	7/6/2022	130.00
Iada Total					**130.00**
Ideal Environmental Engineering, In	**60712**	2205518	**250007**	6/28/2022	926.30
Ideal Environmental Engineering, In Total					**926.30**
Illini Elite Volleyball Club	**Summer League-2teams**	0	**46383**	7/13/2022	500.00
Illini Elite Volleyball Club Total					**500.00**
Illinois FBLA	**NLC22**	0	**46384**	7/13/2022	1,640.00
Illinois FBLA Total					**1,640.00**
Illinois School For The Deaf	**ISD05312022KT**	2205436	**250008**	6/28/2022	2,260.11
Illinois School For The Deaf Total					**2,260.11**
ILLINOIS STATE UNIVERSITY	**E09093**	0	**45999**	6/16/2022	3,000.00
ILLINOIS STATE UNIVERSITY Total					**3,000.00**
Illinois State University Foundation	**BILLING 05/19**	2205459	**250009**	6/28/2022	300.00
Illinois State University Foundation Total					**300.00**
Jacobs, Caleb Douglas	**Baseball camp**	0	**46030**	6/30/2022	175.00
Jacobs, Caleb Douglas Total					**175.00**
Jain, Shreni N	**NLC Deposit refund**	0	**46358**	6/28/2022	200.00
Jain, Shreni N Total					**200.00**
Johnson Controls Fire Protection Lp	**22959986**	2205516	**250010**	6/28/2022	4,534.85
Johnson Controls Fire Protection Lp Total					**4,534.85**
Johnson, Chanel	**TRAVEL MAY 22**	0	**250091**	6/30/2022	56.16
	REIMB CONF EXP 06/21	0	**250091**	6/30/2022	1,027.93

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Johnson, Chanel Total					**1,084.09**
Johnson, David	**TRAVEL JAN-JUN 22**	0	**250092**	6/30/2022	24.34
	TRAVEL JUL-DEC 21	0	**250092**	6/30/2022	52.31
Johnson, David Total					**76.65**
Johnson, Nathan David	**Worker ILS**	0	**46349**	6/22/2022	285.00
Johnson, Nathan David Total					**285.00**
Johnstone Supply	**4 INVS**	2205520	**250011**	6/28/2022	843.74
	3 INVS 4/22-6/22	2205510	**250011**	6/28/2022	863.05
Johnstone Supply Total					**1,706.79**
JOSTEN'S	**Normal West 6-16-22**	0	**46000**	6/16/2022	45.57
JOSTEN'S Total					**45.57**
Kearfott, Nicolas	**Hosp & office supp**	0	**46368**	7/6/2022	80.68
Kearfott, Nicolas Total					**80.68**
Kelley Lett, Dawn Marie	**TRAVEL FEB 22**	0	**250012**	6/28/2022	71.07
Kelley Lett, Dawn Marie Total					**71.07**
Kemmerer Village	**TUITION MAY 2022,17**	2205433	**250013**	6/28/2022	4,704.87
Kemmerer Village Total					**4,704.87**
Ken's OIL Service, Inc.	**100562 6/17**	2205508	**250014**	6/28/2022	4,803.24
	200928	2205515	**250014**	6/28/2022	651.14
	102258, 197327	2205426	**250014**	6/28/2022	5,128.90
Ken's OIL Service, Inc. Total					**10,583.28**
Knapp, Randall	**Referee**	0	**46011**	6/27/2022	75.00
Knapp, Randall Total					**75.00**
Koldaire Equipment Co	**S116075 6/08**	2205309	**250093**	6/30/2022	294.00
Koldaire Equipment Co Total					**294.00**
Kuchefski, Loralei	**Mock Trial summer**	0	**46053**	7/12/2022	500.00
Kuchefski, Loralei Total					**500.00**
Larson, Sarah E	**REIMB CONF. FEES**	2205458	**250015**	6/28/2022	279.54
Larson, Sarah E Total					**279.54**
Learning A-Z	**5503954**	2205467	**250016**	6/28/2022	7,182.00
Learning A-Z Total					**7,182.00**
Lincoln Aquatics	**3-INVS, 5/25-6/16**	2204835	**250017**	6/28/2022	9,862.54
	38308245	0	**46385**	7/13/2022	179.77
Lincoln Aquatics Total					**10,042.31**
Lincoln Prairie Behavioral Health C	**2021-17092 6/07**	2205545	**250094**	6/30/2022	400.00
Lincoln Prairie Behavioral Health C Total					**400.00**
Linde Gas & Equipment Inc.	**10901778**	2205530	**250018**	6/28/2022	441.73
Linde Gas & Equipment Inc. Total					**441.73**
Lipa, Joshua	**Baseball camp**	0	**46031**	6/30/2022	120.00
Lipa, Joshua Total					**120.00**
Little, Jason S	**REIMB CLOTHING 6/21**	2205476	**250019**	6/28/2022	177.63

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Little, Jason S Total					**177.63**
Maffett, Kevin	**Referee**	0	**46012**	6/27/2022	75.00
	6-20-22	0	**46001**	6/16/2022	75.00
Maffett, Kevin Total					**150.00**
Mattocks, Danny P	**REIMB CLOTHING 6/3**	2205487	**250020**	6/28/2022	164.38
Mattocks, Danny P Total					**164.38**
Maynerich, Sara Ann	**Homecoming lights**	0	**46013**	6/27/2022	59.37
Maynerich, Sara Ann Total					**59.37**
Mc Master-Carr Supply Co	**79628966**	2205540	**250021**	6/28/2022	35.30
Mc Master-Carr Supply Co Total					**35.30**
McBurney, Troy A	**REIMB CLOTHING 6/13**	2205448	**250022**	6/28/2022	173.95
McBurney, Troy A Total					**173.95**
McLean Co Unit Dist No 5	**V441967**	0	**2541**	6/29/2022	425.74
	100800 (6-16-22)	0	**46002**	6/16/2022	65,860.97
McLean Co Unit Dist No 5 Total					**66,286.71**
Menards Lumber	**12-INVS, 6/6-6/23**	2200023	**250023**	6/28/2022	900.79
	Inv 77580	0	**46350**	6/22/2022	192.89
	78532	2205514	**250023**	6/28/2022	315.10
	78626	2205475	**250023**	6/28/2022	15.78
Menards Lumber Total					**1,424.56**
METRO FIBERNET LLC	**1556269 - 6/8**	2205450	**250024**	6/28/2022	435.96
METRO FIBERNET LLC Total					**435.96**
Meyer, Damon	**TRAVEL JUN 22**	0	**250095**	6/30/2022	24.57
Meyer, Damon Total					**24.57**
Meyers, Owen	**Camp Coach**	0	**46386**	7/13/2022	336.00
Meyers, Owen Total					**336.00**
Midamerican Energy	**ELECTRIC 06/20**	0	**250025**	6/28/2022	55,719.91
Midamerican Energy Total					**55,719.91**
Midwest Construction Rentals	**170376-1**	2205482	**250026**	6/28/2022	94.76
	169267-1	2205532	**250026**	6/28/2022	431.60
Midwest Construction Rentals Total					**526.36**
Midwest Equipment Ii	**607146,607284,604483**	2205486	**250027**	6/28/2022	324.62
Midwest Equipment Ii Total					**324.62**
Midwest Mailing & Shipping Systems,	**SI83168**	2205509	**250028**	6/28/2022	350.00
	SI82967, P9108185	2205400	**250028**	6/28/2022	677.00
Midwest Mailing & Shipping Systems, Total					**1,027.00**
Miller Jr, Thomas	**Camp Coach**	0	**46387**	7/13/2022	250.00
Miller Jr, Thomas Total					**250.00**
Minerva Promotions	**3 invoices-2022**	0	**46369**	7/6/2022	2,433.00
Minerva Promotions Total					**2,433.00**
Modglin, Margaret Kathleen	**TRAVEL JAN 22**	0	**250096**	6/30/2022	5.27
	TRAVEL FEB 22	0	**250096**	6/30/2022	36.33

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Modglin, Margaret Kathleen	TRAVEL MAR 22	0	250096	6/30/2022	64.76
	TRAVEL APR 22	0	250096	6/30/2022	69.50
	TRAVEL MAY 22	0	250096	6/30/2022	24.22
Modglin, Margaret Kathleen Total					200.08
Morton, Bryce Alan	REIMB CLOTHING 0615	2205443	250029	6/28/2022	100.00
Morton, Bryce Alan Total					100.00
Mueller, Kelsey Rae	Med kit, snacks	0	46066	7/15/2022	197.88
Mueller, Kelsey Rae Total					197.88
Mullen, Curtis D	REIMB CLOTHING 0615	2205444	250030	6/28/2022	177.63
Mullen, Curtis D Total					177.63
MyFleetCenter.com	14710086	2205507	250031	6/28/2022	117.02
MyFleetCenter.com Total					117.02
NASSP	9001586817	0	46054	7/12/2022	385.00
NASSP Total					385.00
National Louis University	2023-UNIT5-RR SA	2205406	250032	6/28/2022	4,100.00
	2023-UNIT5 RR FLDYR	2205408	250032	6/28/2022	2,000.00
National Louis University Total					6,100.00
Nenne, Christopher J	REIMB CLOTHING 6/20	2205488	250033	6/28/2022	159.81
Nenne, Christopher J Total					159.81
Nicor Gas	GAS 6/16-20	0	250097	6/30/2022	1,466.07
	GAS BILLING 6/5-14	0	250034	6/28/2022	905.67
Nicor Gas Total					2,371.74
Norell, Austin James	Tech work	0	46014	6/27/2022	225.00
Norell, Austin James Total					225.00
Normal West Gridiron Club	Camp shirts	0	46015	6/27/2022	336.75
	Camper-Wrong School	0	46388	7/13/2022	60.00
Normal West Gridiron Club Total					396.75
Normalite Newspaper	BID NOTICE-MILK/BRD	2205499	250035	6/28/2022	60.00
Normalite Newspaper Total					60.00
Nottoli, Jacob	Camp	0	46016	6/27/2022	500.00
Nottoli, Jacob Total					500.00
Nybakke Vacuum Shop, Inc	061022-1	2205439	250036	6/28/2022	60.23
Nybakke Vacuum Shop, Inc Total					60.23
Ohanson, Ike	Summer camp	0	46055	7/12/2022	1,000.00
Ohanson, Ike Total					1,000.00
Parts Depot	264066	2205533	250037	6/28/2022	659.99
Parts Depot Total					659.99
Parts Town, LLC	29954102	2205536	250038	6/28/2022	2,043.01
Parts Town, LLC Total					2,043.01
Pearson	18211227	2205432	250039	6/28/2022	10,601.50
Pearson Total					10,601.50

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Pendleton, Tara D	**Reimb Supply kits**	0	**46359**	6/28/2022	1,656.68
	Shedd NLC	0	**46351**	6/22/2022	615.00
	NLC 22 TP	0	**46389**	7/13/2022	523.58
Pendleton, Tara D Total					**2,795.26**
Pheasant Lanes	**Deposit**	0	**46390**	7/13/2022	100.00
Pheasant Lanes Total					**100.00**
Pogge, Owen	**Camp Coach**	0	**46391**	7/13/2022	336.00
Pogge, Owen Total					**336.00**
Prairie Signs	**58275**	0	**46392**	7/13/2022	2,500.00
Prairie Signs Total					**2,500.00**
Presidio	**3001252202425**	2204534	**250040**	6/28/2022	29,995.00
Presidio Total					**29,995.00**
Profitable Solutions Fundraising	**93726**	0	**46370**	7/6/2022	3,200.00
Profitable Solutions Fundraising Total					**3,200.00**
Puckett, John D	**REIMB CLOTHING 06/09**	2205442	**250041**	6/28/2022	100.00
Puckett, John D Total					**100.00**
Pugh, Clifford	**Referee**	0	**46017**	6/27/2022	75.00
Pugh, Clifford Total					**75.00**
Puritan Springs	**Normal West 6-30-22**	0	**46032**	6/30/2022	54.25
	1274737 - 6-16-22	0	**46003**	6/16/2022	287.08
	1274737 - 7-12	0	**46056**	7/12/2022	92.86
Puritan Springs Total					**434.19**
Quad City Soccer Camp	**6-30-22**	0	**46033**	6/30/2022	1,140.00
Quad City Soccer Camp Total					**1,140.00**
Quadient Finance USA, Inc.	**STMT 6/19**	0	**250098**	6/30/2022	750.00
Quadient Finance USA, Inc. Total					**750.00**
Quality Logo Products	**7281**	2205457	**250042**	6/28/2022	1,038.29
Quality Logo Products Total					**1,038.29**
Quill Corporation	**Acct# QL6084146**	0	**46004**	6/16/2022	180.17
	24546711	2204451	**250043**	6/28/2022	541.82
Quill Corporation Total					**721.99**
Rai, Brahmananda	**NLC Deposit Ref**	0	**46360**	6/28/2022	200.00
Rai, Brahmananda Total					**200.00**
Raleigh, William G	**Baseball camp**	0	**46034**	6/30/2022	225.00
Raleigh, William G Total					**225.00**
Read's Sporting Goods	**B1327**	0	**46057**	7/12/2022	280.00
	B1322	0	**46371**	7/6/2022	720.00
Read's Sporting Goods Total					**1,000.00**
Redneck Trailer Supplies, Inc	**RNK1-02249200**	2205474	**250044**	6/28/2022	169.06
	RNK1-02221050	2205519	**250044**	6/28/2022	776.02
Redneck Trailer Supplies, Inc Total					**945.08**
Reel, Emily	**Camp Counsleor**	0	**46393**	7/13/2022	120.00

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Reel, Emily Total					**120.00**
Regional Office Of Education #17	**1002200533 6/22**	2205548	**250099**	6/30/2022	21,652.61
	1002200522	2205461	**250045**	6/28/2022	10,217.89
	4002200144	2205462	**250045**	6/28/2022	36,420.00
	2002200067	2205326	**250045**	6/28/2022	26,801.55
	1002200503	2205419	**250045**	6/28/2022	450.00
	4002200102	2205463	**250045**	6/28/2022	197.31
Regional Office Of Education #17 Total					**95,739.36**
RevTrak	**V955440**	0	**0**	7/8/2022	464.04
RevTrak Total					**464.04**
Riddell	**951544843**	0	**46058**	7/12/2022	814.46
Riddell Total					**814.46**
Riveredge Hospital	**20220697 6/20**	2205544	**250100**	6/30/2022	250.00
Riveredge Hospital Total					**250.00**
Roman, Braylon M	**Camp Coach**	0	**46394**	7/13/2022	264.00
Roman, Braylon M Total					**264.00**
Ruff, Dennis A	**CLOTH ALLOW 21-22**	2205550	**250101**	6/30/2022	100.00
Ruff, Dennis A Total					**100.00**
S & S Builders Hardware Co	**0573306**	2205535	**250046**	6/28/2022	530.40
	0572113	2205500	**250046**	6/28/2022	9,142.60
S & S Builders Hardware Co Total					**9,673.00**
Salazar, Ramon G	**REIMB CLOTHING 6/16**	2205449	**250047**	6/28/2022	177.63
Salazar, Ramon G Total					**177.63**
Sam Leman Ford	**191300C,189705,82563**	2205440	**250048**	6/28/2022	4,178.23
Sam Leman Ford Total					**4,178.23**
Santander Leasing LLC	**2799161**	2205414	**250049**	6/28/2022	33,420.00
Santander Leasing LLC Total					**33,420.00**
Sarver, Michael S	**Hotel rooms**	0	**46035**	6/30/2022	815.95
Sarver, Michael S Total					**815.95**
Schermann, April M	**Camp supplies**	0	**46059**	7/12/2022	118.76
	Uniforms	0	**46005**	6/16/2022	994.00
Schermann, April M Total					**1,112.76**
Scholastic Inc.	**M7279528 6/24**	2205425	**250050**	6/28/2022	24,554.88
Scholastic Inc. Total					**24,554.88**
School Outfitters	**INV13797936**	2205341	**250051**	6/28/2022	164.49
School Outfitters Total					**164.49**
School Pride	**85446**	0	**46372**	7/6/2022	65.00
School Pride Total					**65.00**
School Specialty	**208130134071**	2204271	**250052**	6/28/2022	20.02
	1019345500	2205049	**250052**	6/28/2022	862.45
School Specialty Total					**882.47**
Select Screen Prints	**59761, 59518, 59664**	0	**46036**	6/30/2022	788.20

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Select Screen Prints	59537	0	46361	6/28/2022	259.00
	59534	0	46373	7/6/2022	850.00
Select Screen Prints Total					1,897.20
Sherwin Williams Company	11-INVS, 6/8-6/16	2205503	250053	6/28/2022	1,902.62
Sherwin Williams Company Total					1,902.62
Shook, Sean	Baseball camp	0	46037	6/30/2022	135.00
Shook, Sean Total					135.00
Simmons, Kent	Choreography	0	46067	7/15/2022	3,300.00
Simmons, Kent Total					3,300.00
Spear Corporation	315908	2205407	250054	6/28/2022	27,987.44
	317147	2205537	250054	6/28/2022	193.64
Spear Corporation Total					28,181.08
Specialized Education Of Illinois	INV139439 6/27	2205546	250102	6/30/2022	395.86
	INV-138402	2205464	250055	6/28/2022	9,922.55
Specialized Education Of Illinois Total					10,318.41
Spirit Music Group	110748	0	46060	7/12/2022	80.00
Spirit Music Group Total					80.00
Sports Scope	18796-final	0	46374	7/6/2022	2,599.00
Sports Scope Total					2,599.00
Springfield Electric	S7148799.001	2205480	250056	6/28/2022	1,718.26
Springfield Electric Total					1,718.26
Springfield School District 186	TUITION MAY 22	2205353	250057	6/28/2022	1,262.00
	TUITION JUN	2205543	250103	6/30/2022	1,262.00
Springfield School District 186 Total					2,524.00
Starcrest Cleaners	22158-3035	2205323	250058	6/28/2022	2,498.34
Starcrest Cleaners Total					2,498.34
Starkey, Brady L	Camp Coach	0	46395	7/13/2022	336.00
Starkey, Brady L Total					336.00
State Of Illinois - State Fire Mars	9663272	2205473	250059	6/28/2022	200.00
State Of Illinois - State Fire Mars Total					200.00
Steven Dierkes Memorial	Memorial	0	46352	6/22/2022	100.00
Steven Dierkes Memorial Total					100.00
Stevens, Lori Joann	REIMB CONF EXP 06/21	0	250104	6/30/2022	430.79
Stevens, Lori Joann Total					430.79
Stone, Jennifer D	State degree dinner	0	46362	6/28/2022	768.88
Stone, Jennifer D Total					768.88
STORAGE EXPRESS	13018	0	46061	7/12/2022	62.00
STORAGE EXPRESS Total					62.00
Stratman, Eric	Normal West	0	46038	6/30/2022	1,890.00
	Registration fee	0	46018	6/27/2022	1,200.00
Stratman, Eric Total					3,090.00

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Strubhar, Mike	6-20-22	0	46006	6/16/2022	75.00
Strubhar, Mike Total					75.00
Sweetwater Sound Inc.	PROFORMA-32147795	2204813	250060	6/28/2022	599.20
Sweetwater Sound Inc. Total					599.20
Teacher's Discovery	181111	2205122	250061	6/28/2022	149.49
Teacher's Discovery Total					149.49
Teamleader	PREPAY CQ172291	2205318	250062	6/28/2022	1,852.76
Teamleader Total					1,852.76
Tech4Learning	79946	2205416	250063	6/28/2022	5,087.50
Tech4Learning Total					5,087.50
The Music Shoppe, Inc	3274880 & 3275044	0	46353	6/22/2022	181.05
The Music Shoppe, Inc Total					181.05
Thornton, Angela	REIMB REG. FEES	0	250064	6/28/2022	22.80
Thornton, Angela Total					22.80
Thresholds	TR22-11-04, 22-11-05	2205430	250065	6/28/2022	6,022.08
Thresholds Total					6,022.08
Tomlin, Lisa	REIMB LAB SUPPLIES	2205401	250066	6/28/2022	96.03
Tomlin, Lisa Total					96.03
Town Of Normal Water Dept.	WATER BILL - 6/9/22	0	250067	6/28/2022	37,945.87
	WATER BILL - 6/16	0	250067	6/28/2022	87.42
Town Of Normal Water Dept. Total					38,033.29
Traffic Sign Store	T22575	2205483	250068	6/28/2022	131.50
Traffic Sign Store Total					131.50
Triezenberg, Thomas N	Baseball camp	0	46039	6/30/2022	150.00
Triezenberg, Thomas N Total					150.00
Twin City Awards	3043	0	46040	6/30/2022	178.00
	3047	0	46062	7/12/2022	345.00
Twin City Awards Total					523.00
Twin Supplies, LTD.	14804B	2205528	250069	6/28/2022	2,800.00
	14753P	2205479	250069	6/28/2022	2,160.00
Twin Supplies, LTD. Total					4,960.00
Uline	148555961	2205399	250070	6/28/2022	1,533.40
Uline Total					1,533.40
United Help Ukraine, Inc.	Donation	0	46063	7/12/2022	350.00
United Help Ukraine, Inc. Total					350.00
United Pipe & Supply Co, Inc	3275031	2205477	250071	6/28/2022	164.12
United Pipe & Supply Co, Inc Total					164.12
United States Treasury	V766628	0	7261	7/6/2022	6,402.84
United States Treasury Total					6,402.84
Vale, Angela Gwyn	REIMB TRAVEL 05/26.	0	250072	6/28/2022	48.09
Vale, Angela Gwyn Total					48.09

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Vanguard Energy Services,LLC	**G404551060322 5/1-31**	0	**250073**	6/28/2022	18,734.40
Vanguard Energy Services,LLC Total					**18,734.40**
Vex Robotics, Inc.	**1137717**	2201752	**250074**	6/28/2022	1,964.82
	1137720	2201775	**250074**	6/28/2022	1,407.28
Vex Robotics, Inc. Total					**3,372.10**
Visa Businesscard Commerce Bank	**STMT-M.BACKE 6-15**	0	**0**	7/13/2022	(60.62)
	STMT-G.TENUTA 6-15	2300052	**0**	7/13/2022	197.61
	STMT-A.ZBROZEK 6-15	2300119	**0**	7/13/2022	906.70
	STMT-C.MCGRAW 6-15	2300063	**0**	7/13/2022	2,751.27
	STMT-D. CURBY 6-15	2300064	**0**	7/13/2022	75.57
	STMT-K.JENSEN 6-15	2300104	**0**	7/13/2022	245.95
	STMT-S.FRANCE 6-15	2300149	**0**	7/13/2022	3,747.83
	STMT-T.CHAPMAN 6-15	2300057	**0**	7/13/2022	8,288.90
	STMT-DV.JOHNSON 6-15	2300066	**0**	7/13/2022	19,399.22
	STMT-E.BEGGS 6-15	2300067	**0**	7/13/2022	526.39
	STMT-SUDDARTH 6-15	2300068	**0**	7/13/2022	12.96
	STMT-T.WILSON 6/15	2300069	**0**	7/13/2022	28.00
	STMT-T.VERDERY 6-15	2300070	**0**	7/13/2022	61.84
	STMT-W.TEMPLES 6-15	2300091	**0**	7/13/2022	418.64
	STMT-J.COLLINS 6-15	2300078	**0**	7/13/2022	157.19
	STMT-J.KNEPLER 6/15	2300188	**0**	7/13/2022	68.51
	STMT-E.HOLTZ 6-15	2300090	**0**	7/13/2022	112.96
	STMT-K.PEIFER 6-15	2300080	**0**	7/13/2022	425.74
	STMT-S.VOGEL 6-15	2300050	**0**	7/13/2022	47.06
	STMT-T.FOGAL 6-15	2300204	**0**	7/13/2022	2,794.70
	STMT-DAVENPORT 6-15	2300051	**0**	7/13/2022	108.99
	STMT-C.ELLIS 6-15	2300193	**0**	7/13/2022	51.14
	STMT-H.ROGERS 6-15	2300077	**0**	7/13/2022	419.95
	SMT-BENNINGTON 6/15	2300187	**0**	7/13/2022	2,576.10
	STMT-J.ADELMAN 6-15	2300086	**0**	7/13/2022	7,353.44
	STMT-J.REWERTS 6-15	2300189	**0**	7/13/2022	3,120.07
	STMT-M.STANLEY 6-15	2300061	**0**	7/13/2022	10,318.00
	STMT-R.BALDWIN 6-15	2300054	**0**	7/13/2022	1,786.91
	STMT-K.WEIKLE 6-15	2300053	**0**	7/13/2022	30.96
	STMT-E.KAUTZ 6-15	2300079	**0**	7/13/2022	1,780.40
	STMT-M.LAMBOLEY 6-15	2300087	**0**	7/13/2022	462.00
	STMT-D.BROWN 6/15	2300092	**0**	7/13/2022	410.30
	STMT-LAMBOLEY2 6-15	2300081	**0**	7/13/2022	300.00
	STMT-D. COOPER 6/15	2300055	**0**	7/13/2022	409.39
	STMT-LAMBOLEY 6/15	2300058	**0**	7/13/2022	500.00
	STMT-STANLEY1 6-15	2300062	**0**	7/13/2022	832.92
	STMT-C.CHAPMAN 6-15	2300083	**0**	7/13/2022	4,826.35
	STMT-LAMBOLEY1 6-15	2300084	**0**	7/13/2022	7,918.72
	SMT-ROMAGNOLI 6/15	2300059	**0**	7/13/2022	63.70
	STM-PENNINGTON 6/15	2300071	**0**	7/13/2022	3,943.50
Visa Businesscard Commerce Bank Total					**87,419.26**
Walker, Valentine S	**TRAVEL OCT 21**	0	**250105**	6/30/2022	90.72
	TRAVEL NOV 21	0	**250105**	6/30/2022	72.57
	TRAVEL FEB 22	0	**250105**	6/30/2022	61.60
	TRAVEL SEPT 21	0	**250105**	6/30/2022	95.25
	Camp supplies 6-27	0	**46019**	6/27/2022	166.96
	Camp supplies 7-12	0	**46064**	7/12/2022	247.72
Walker, Valentine S Total					**734.82**
Watts Copy Systems, Inc	**11476160608**	2205410	**250075**	6/28/2022	6,505.18

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Watts Copy Systems, Inc	**1147390**	2205411	**250075**	6/28/2022	210.00
Watts Copy Systems, Inc Total					**6,715.18**
Watts Copy Systems, Inc.	**31791751**	2205409	**250076**	6/28/2022	2,157.70
Watts Copy Systems, Inc. Total					**2,157.70**
Wayfair	**3364155813 6/7**	2204814	**250106**	6/30/2022	748.05
Wayfair Total					**748.05**
Weber, David Jonathan	**REIMB SCI SUPPLIES**	2205402	**250077**	6/28/2022	97.21
Weber, David Jonathan Total					**97.21**
Willard, Ryne	**Camp Coach**	0	**46396**	7/13/2022	200.00
Willard, Ryne Total					**200.00**
Williams, Sara E	**TRAVEL FEB 22**	0	**250107**	6/30/2022	52.12
Williams, Sara E Total					**52.12**
Witzig, Lillian	**Camp Coach**	0	**46397**	7/13/2022	144.00
Witzig, Lillian Total					**144.00**
Woodrum Brothers Excavating, Inc.	**5745 5/30**	2300109	**250108**	7/6/2022	13,500.00
Woodrum Brothers Excavating, Inc. Total					**13,500.00**
Zeller Digital Innovations	**34395**	2201552	**250078**	6/28/2022	1,750.80
	34394	2204244	**250078**	6/28/2022	585.00
Zeller Digital Innovations Total					**2,335.80**
Ziebart Superstore	**73370**	2205441	**250079**	6/28/2022	598.00
Ziebart Superstore Total					**598.00**
Zuiderveen, Hanna Lynn	**REIM TRAV 4/21-6/09**	0	**250080**	6/28/2022	15.91
Zuiderveen, Hanna Lynn Total					**15.91**
Grand Total					**4,006,829.71**

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Fund	Amount
07	66,219.16
08	1,381,964.84
10	795,208.75
20	311,202.04
30	227,133.15
40	996,982.17
80	41,556.06
90	34,144.44
99	152,419.10
Grand Total	**4,006,829.71**

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8 To 18 Media	INV-003419 6/20	2300116	250111	7/20/2022	202.00
8 To 18 Media Total					202.00
Ace Hardware	4 INVS 6/20-7/01	2300192	250112	7/20/2022	55.73
	13 INVS 6/16-7/12	2300075	250112	7/20/2022	381.83
	581967/5-582093/5	2300174	250112	7/20/2022	105.32
Ace Hardware Total					542.88
Aercor Wireless Inc.	17531 6/21	2300065	250113	7/20/2022	9,763.19
Aercor Wireless Inc. Total					9,763.19
Albrechtsen, Donette Britton	REIMB SUPPS 6/27	2300247	250114	7/20/2022	24.49
Albrechtsen, Donette Britton Total					24.49
Allendale Association	202207123261 6/30	2300199	250115	7/20/2022	19,197.90
Allendale Association Total					19,197.90
Alpha Controls & Services LLC	APP#3-22S008-3 6/14	2300137	250116	7/20/2022	52,707.80
	APP#4-22S009-4 6/14	2300138	250116	7/20/2022	109,586.30
	APP#4 22S010-4 6/09	2300139	250116	7/20/2022	6,338.70
Alpha Controls & Services LLC Total					168,632.80
Amazon Capital Services	1L9F-G36X-6MKW	2300159	250117	7/20/2022	424.00
	1LCR-LWGF-DG7V 7/13	2300182	250117	7/20/2022	137.39
	11CT-63JF-4D4L 7/13	2300151	250117	7/20/2022	46.16
	16LL-RFHF-MFKM	2300207	250117	7/20/2022	147.12
	11R1-VV77-N9LT	2300108	250117	7/20/2022	128.13
	1J4P-GHWT-NWIT 6/29	2300093	250117	7/20/2022	848.00
	1L1T-M3FC-T9GX 6/29	2300094	250117	7/20/2022	249.90
	1CMY-D611-KM61	2300031	250117	7/20/2022	424.00
	1TCT-W47X-GCQF 6/01	2300017	250117	7/20/2022	179.98
	1R7Y-FM9P-TL76 6/01	2300018	250117	7/20/2022	51.99
Amazon Capital Services Total					2,636.67
American Pest Control	439610 6/26	2300072	250118	7/20/2022	1,080.00
American Pest Control Total					1,080.00
Amplified IT LLC	43388 6/28	2300121	250119	7/20/2022	71.41
Amplified IT LLC Total					71.41
Ascd Assoc For Supv & Currdevelop	DUES- K WEIKLE 7/06	2300117	250120	7/20/2022	96.79
Ascd Assoc For Supv & Currdevelop Total					96.79
Babbs, Susan Danyelle	REIMB SUPPLS 5/29-	2300243	250121	7/20/2022	25.00
Babbs, Susan Danyelle Total					25.00
Beirne, Amy	HOURS 6/1-6/30	2300161	250122	7/20/2022	777.15
Beirne, Amy Total					777.15
Bennington, Marlys	TRAVEL JUN 22	0	250123	7/20/2022	78.68
Bennington, Marlys Total					78.68
Blue Springs, Inc.	43406 5/31	2300029	250124	7/20/2022	200.00
Blue Springs, Inc. Total					200.00
Brightly Software, Inc	INV-118565 7/01	2300134	250125	7/20/2022	19,980.25
	INV-118337	2300140	250125	7/20/2022	791.03
Brightly Software, Inc Total					20,771.28

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Bronkhorst, Heather Rae	**REIMB SUPPS 6/24**	2300250	**250126**	7/20/2022	25.00
Bronkhorst, Heather Rae Total					**25.00**
Brown, Dayna Robyn	**TRAVEL APR-JUN 22**	0	**250127**	7/20/2022	127.88
Brown, Dayna Robyn Total					**127.88**
BSN Sports	**917485452 7/01**	2300096	**250128**	7/20/2022	5,572.60
BSN Sports Total					**5,572.60**
Building Wings, LLC	**600372 7/13**	2300198	**250129**	7/20/2022	2,251.80
Building Wings, LLC Total					**2,251.80**
Bushue Background Screening	**3 INVS 6/30**	2300120	**250130**	7/20/2022	5,223.50
Bushue Background Screening Total					**5,223.50**
Bushue Human Resources, Inc.	**10388 7/01**	2300118	**250131**	7/20/2022	11,760.00
Bushue Human Resources, Inc. Total					**11,760.00**
Capitol Group	**4 INVS 6/17-7/5**	2300225	**250132**	7/20/2022	1,441.72
Capitol Group Total					**1,441.72**
CCMC Solutions, LLC.	**0522137 5/6**	2300030	**250133**	7/20/2022	2,000.00
CCMC Solutions, LLC. Total					**2,000.00**
CCMSI	**0142015-IN 6/30**	2300178	**250134**	7/20/2022	9,025.00
CCMSI Total					**9,025.00**
Cdw Computer Centers, Inc	**BF34237 7/01**	2300095	**250135**	7/20/2022	12,350.00
Cdw Computer Centers, Inc Total					**12,350.00**
Cengage Learning, Inc.	**77994800 6/17**	2300033	**250136**	7/20/2022	4,900.00
Cengage Learning, Inc. Total					**4,900.00**
Central Supply Co	**127713 7/01**	2300013	**250137**	7/20/2022	3,423.00
Central Supply Co Total					**3,423.00**
Change Academy Lake Of The Ozarks	**INV049237 6/30**	2300170	**250138**	7/20/2022	4,427.72
	INV049238 6/30	2300171	**250138**	7/20/2022	4,427.72
Change Academy Lake Of The Ozarks Total					**8,855.44**
Chestnut Health Systems	**MISC-22-135 7/05**	2300167	**250139**	7/20/2022	3,248.00
Chestnut Health Systems Total					**3,248.00**
Chief City Mechanical, Inc	**17732 6/14**	2300236	**250140**	7/20/2022	19,930.00
Chief City Mechanical, Inc Total					**19,930.00**
City of Bloomington	**WATER 07/14**	0	**250141**	7/20/2022	1,975.52
	WATER 6/27-7/01	0	**250141**	7/20/2022	2,417.41
City of Bloomington Total					**4,392.93**
Clifton Larson Allen Llp	**3340710 7/5**	2300146	**250142**	7/20/2022	6,300.00
Clifton Larson Allen Llp Total					**6,300.00**
Confidential On-Site Paper Shreddin	**129119 6/30**	0	**250143**	7/20/2022	515.53
	128551 5/31	2300047	**250143**	7/20/2022	63.99
Confidential On-Site Paper Shreddin Total					**579.52**
Connor Co	**5 INVS 6/29-7/7**	2300226	**250144**	7/20/2022	1,800.32
Connor Co Total					**1,800.32**

Expenditure Summary Report

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Corn Belt Energy Corporation	ELECTRICITY 0711	0	250145	7/20/2022	105,659.58
Corn Belt Energy Corporation Total					105,659.58
Crisis Prevention Institute	CUS0296231 6/02	2300082	250146	7/20/2022	1,399.00
Crisis Prevention Institute Total					1,399.00
Cunningham Children's Home	6625 6/30	2300259	250147	7/20/2022	6,513.12
Cunningham Children's Home Total					6,513.12
Davis, Sylvester	REIMB SUPPLS 6/16-	2300185	250148	7/20/2022	257.75
Davis, Sylvester Total					257.75
Don Johnston, Inc	00459070 6/30	2300085	250149	7/20/2022	34,836.48
Don Johnston, Inc Total					34,836.48
Don Owen Tire Service, Inc	305293	2300110	250150	7/20/2022	81.16
Don Owen Tire Service, Inc Total					81.16
Dunlap Middle School	ENTRY FEE 07/01	2300043	250151	7/20/2022	200.00
Dunlap Middle School Total					200.00
Economic Development CouncIL Of The	ANNUAL DUES 7/01	2300152	250152	7/20/2022	3,000.00
Economic Development CouncIL Of The Total					3,000.00
Edmentum	Q-453449	2300270	250153	7/20/2022	2,500.00
Edmentum Total					2,500.00
EOSullivan Consulting LLC.	07-2022 7/06	2300180	250154	7/20/2022	10,000.00
EOSullivan Consulting LLC. Total					10,000.00
Evans, Anna G	REIMB SUPPLS 6/22	2300244	250155	7/20/2022	18.81
Evans, Anna G Total					18.81
Farnsworth, Theresa	REIMB SUPPS 6/28	2300252	250156	7/20/2022	25.00
Farnsworth, Theresa Total					25.00
Fastenal Company	4 INVS 1/27-6/29	2300227	250157	7/20/2022	190.45
Fastenal Company Total					190.45
Father Flanagan's Boys Home	P-22-1200 6/21	2300162	250158	7/20/2022	1,250.00
Father Flanagan's Boys Home Total					1,250.00
Fisher, Rocio	REIMB SUPPLS 6/22-28	2300148	250159	7/20/2022	84.98
Fisher, Rocio Total					84.98
Flinn Scientific Inc	2714266 6/08	2300036	250160	7/20/2022	926.85
Flinn Scientific Inc Total					926.85
Forsyth Insurance Group, Inc	01041 6/17	2300269	250161	7/20/2022	16,015.00
Forsyth Insurance Group, Inc Total					16,015.00
Frontline Technologies Group, LLC.	INVUS160217 7/01	2300005	250162	7/20/2022	24,442.25
Frontline Technologies Group, LLC. Total					24,442.25
Gemberling, David	REIMB LICS 7/6	2300183	250163	7/20/2022	60.00
Gemberling, David Total					60.00
Ggnet, Inc.	82946 7/15	2300215	250164	7/20/2022	225.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Ggnet, Inc. Total					**225.00**
Gibson, Patrick T	**TRAVEL JUN 22**	0	**250165**	7/20/2022	296.01
Gibson, Patrick T Total					**296.01**
Gordon Food Service, Inc	**5 INVS 6/28-7/12**	2300262	**250166**	7/20/2022	3,798.25
Gordon Food Service, Inc Total					**3,798.25**
Grainger Parts Operations Ww Graing	**2 INVS 07/01**	2300230	**250167**	7/20/2022	576.43
Grainger Parts Operations Ww Graing Total					**576.43**
Hammer, Kristen Renee	**REIMB SUPPLS 7/12**	2300253	**250168**	7/20/2022	25.00
Hammer, Kristen Renee Total					**25.00**
Hartke, Colleen K	**REIMB SUPPLS 5/31-**	2300249	**250169**	7/20/2022	25.00
Hartke, Colleen K Total					**25.00**
Hausler, Barbara K	**REIMB SUPPLS 06/13**	2300255	**250170**	7/20/2022	25.00
Hausler, Barbara K Total					**25.00**
Health Alliance Medical Plans	**00366-001 6/30**	2300144	**250171**	7/20/2022	73,052.00
Health Alliance Medical Plans Total					**73,052.00**
Heartland Community College	**AR-2301-MC**	2300019	**250172**	7/20/2022	9,000.00
Heartland Community College Total					**9,000.00**
Heritage Machine & Welding Inc	**44977 6/27**	2300184	**250173**	7/20/2022	40.00
Heritage Machine & Welding Inc Total					**40.00**
Hill Radio	**2022-16736 6/23**	2300133	**250174**	7/20/2022	1,050.00
Hill Radio Total					**1,050.00**
Hill, Shane Padraic	**TRAVEL JUN 22**	0	**250175**	7/20/2022	86.64
Hill, Shane Padraic Total					**86.64**
Hinthorne, Diane Kay	**REIMB SUPPL 7/05**	2300246	**250176**	7/20/2022	25.00
Hinthorne, Diane Kay Total					**25.00**
Holley, Tyra Michael	**TRAVEL MAY 22**	0	**250177**	7/20/2022	53.76
	TRAVEL JUN 22	0	**250177**	7/20/2022	273.20
Holley, Tyra Michael Total					**326.96**
Horine, Joshua David	**BILLING-PJHS 5/12**	2300007	**250178**	7/20/2022	135.00
Horine, Joshua David Total					**135.00**
Hudson Municipal Water	**BILLING 6/17/22**	0	**250179**	7/20/2022	93.54
Hudson Municipal Water Total					**93.54**
IAVAT	**58591 5/23**	2300135	**250180**	7/20/2022	325.00
IAVAT Total					**325.00**
Illinois Association Of School Admi	**RENEWAL-WEIKLE**	2300115	**250181**	7/20/2022	1,480.00
Illinois Association Of School Admi Total					**1,480.00**
Illinois Association Of School Boar	**363265 5/11**	2300106	**250182**	7/20/2022	15,000.00
	362053 5/11	2300107	**250182**	7/20/2022	2,000.00
Illinois Association Of School Boar Total					**17,000.00**
Iron Mountain	**GRRK170 6/30**	2300154	**250183**	7/20/2022	3,148.88

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Iron Mountain Total					**3,148.88**
Ixl Learning	**S437451 7/10**	2300101	**250184**	7/20/2022	62,031.00
Ixl Learning Total					**62,031.00**
J & L Morris	**9601 & 9612 6/8-6/13**	2300153	**250185**	7/20/2022	9,625.00
J & L Morris Total					**9,625.00**
J Spencer Construction LLC	**1749 6/29**	2300238	**250186**	7/20/2022	2,565.87
	1748 6/28	2300239	**250186**	7/20/2022	18,897.00
	1752 6/28	2300240	**250186**	7/20/2022	672.00
J Spencer Construction LLC Total					**22,134.87**
JMO Modular LLC.	**34785 /5/24**	2300012	**250187**	7/20/2022	17,000.00
JMO Modular LLC. Total					**17,000.00**
Johnstone Supply	**13 INVS 6/9-7/11**	2300277	**250188**	7/20/2022	3,483.21
Johnstone Supply Total					**3,483.21**
Kaeb Sanitary Supply Inc.	**214692 & 214692-1**	2300011	**250189**	7/20/2022	49,237.50
Kaeb Sanitary Supply Inc. Total					**49,237.50**
Kearfott, Nicolas	**TRAVEL JUN 22**	0	**250190**	7/20/2022	46.57
Kearfott, Nicolas Total					**46.57**
Keller, Cynthia Verna	**REIMB SUPPLS 6/16-**	2300235	**250191**	7/20/2022	23.35
Keller, Cynthia Verna Total					**23.35**
Kemmerer Village	**TUITION JUN 6/30**	2300166	**250192**	7/20/2022	5,314.98
Kemmerer Village Total					**5,314.98**
Ken's OIL Service, Inc.	**4 INVS 6/22-6/27**	2300176	**250193**	7/20/2022	45,499.52
Ken's OIL Service, Inc. Total					**45,499.52**
Kingsley Junior High School	**ENTRY FEE 7/01**	2300045	**250194**	7/20/2022	150.00
Kingsley Junior High School Total					**150.00**
Kitterman, Linda Marie	**REIMB SUPPLS 7/12**	2300256	**250195**	7/20/2022	25.00
Kitterman, Linda Marie Total					**25.00**
Knollenberg, Holly N	**TRAVEL JUN 22**	0	**250196**	7/20/2022	74.06
Knollenberg, Holly N Total					**74.06**
LAKE CO REGIONAL OFC OF EDUCATION	**1000780622**	2300147	**250197**	7/20/2022	1,700.00
LAKE CO REGIONAL OFC OF EDUCATION Total					**1,700.00**
Landstrom, Chris	**REIMB LUNCH ACT BLN**	0	**250198**	7/20/2022	45.80
Landstrom, Chris Total					**45.80**
LARGE UNIT DIST ASSOC (LUDA)	**1340**	2300105	**250199**	7/20/2022	4,100.00
LARGE UNIT DIST ASSOC (LUDA) Total					**4,100.00**
LKM Mowing & Landscaping	**33692**	2300241	**250200**	7/20/2022	10,560.00
LKM Mowing & Landscaping Total					**10,560.00**
Mahomet Seymour Junior High	**INVITE FEE 6/14**	2300044	**250201**	7/20/2022	150.00
Mahomet Seymour Junior High Total					**150.00**
Martin Boyd, Kimberly N	**REIMB WAYFAIR 06/26**	2300136	**250202**	7/20/2022	275.98

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Martin Boyd, Kimberly N Total					**275.98**
Mathis-Kelley Const Supply Co	**106674**	2300158	**250203**	7/20/2022	8.28
Mathis-Kelley Const Supply Co Total					**8.28**
Mclean County Asphalt Co, Inc	**68303**	2300237	**250204**	7/20/2022	20,208.00
Mclean County Asphalt Co, Inc Total					**20,208.00**
Mclean-Dewitt Regional Vocational S	**BILLING - 7/5/22**	2300160	**250205**	7/20/2022	23,957.50
Mclean-Dewitt Regional Vocational S Total					**23,957.50**
Menards Lumber	**27-INVS, 6/15-7/14**	2300076	**250206**	7/20/2022	1,555.03
	5-INVS, 6/27-7/8	2300276	**250206**	7/20/2022	758.07
	79975	2300111	**250206**	7/20/2022	112.49
Menards Lumber Total					**2,425.59**
Midwest Computer Products, Inc.	**719453**	2300056	**250207**	7/20/2022	23,875.18
Midwest Computer Products, Inc. Total					**23,875.18**
Midwest Construction Rentals	**4-INVS, 4/7-7/6**	2300234	**250208**	7/20/2022	1,253.67
Midwest Construction Rentals Total					**1,253.67**
Midwest Equipment Ii	**612370**	2300156	**250209**	7/20/2022	66.28
Midwest Equipment Ii Total					**66.28**
Miller Janitor Supply Co.	**107467**	2300010	**250210**	7/20/2022	82,888.96
Miller Janitor Supply Co. Total					**82,888.96**
Morton Junior High	**ENTRY FEE 6/14**	2300046	**250211**	7/20/2022	200.00
Morton Junior High Total					**200.00**
Mosyle Corporation	**2243443**	2300165	**250212**	7/20/2022	1,347.50
Mosyle Corporation Total					**1,347.50**
MTI Distributing	**1350173-00**	2300157	**250213**	7/20/2022	409.11
MTI Distributing Total					**409.11**
MyFleetCenter.com	**16540938, 16540941**	2300177	**250214**	7/20/2022	239.65
MyFleetCenter.com Total					**239.65**
N2Y, LLC	**1051105**	2300163	**250215**	7/20/2022	13,560.60
N2Y, LLC Total					**13,560.60**
Nearpod, Inc	**INV-52286**	2300015	**250216**	7/20/2022	28,289.00
	INV-52283	2300016	**250216**	7/20/2022	24,000.00
Nearpod, Inc Total					**52,289.00**
Negwer Materials Inc	**NOR5100776-00**	2300231	**250217**	7/20/2022	800.20
	2-INVS, 6/9/22	2300228	**250217**	7/20/2022	611.46
Negwer Materials Inc Total					**1,411.66**
Nicor Gas	**GAS 7/10**	0	**250218**	7/20/2022	194.49
	GAS 6/23-7/7	0	**250218**	7/20/2022	831.93
Nicor Gas Total					**1,026.42**
Nybakke Vacuum Shop, Inc	**062522-2**	2300191	**250219**	7/20/2022	64.73
Nybakke Vacuum Shop, Inc Total					**64.73**
Parts Town, LLC	**4-INVS, 6/22-7/7**	2300222	**250220**	7/20/2022	923.73

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Parts Town, LLC Total					**923.73**
Philadelphia Insurance Co	**2004667898**	2300145	**250221**	7/20/2022	3,197.00
Philadelphia Insurance Co Total					**3,197.00**
Phonak	**5136399129,6399213**	2300037	**250222**	7/20/2022	5,013.75
Phonak Total					**5,013.75**
Pletsch, Daniel A	**REIMB CLOTHNG ALLWNC**	2300190	**250223**	7/20/2022	100.00
Pletsch, Daniel A Total					**100.00**
Prairie Farms Dairy Inc	**STMT - 6/2022**	2300263	**250224**	7/20/2022	3,368.23
Prairie Farms Dairy Inc Total					**3,368.23**
Principal Life Insurance-Sbd Grand	**STMT - 07/01-7/31**	2300143	**250225**	7/20/2022	5,626.66
Principal Life Insurance-Sbd Grand Total					**5,626.66**
Pyramid School Products	**S1443357.001, 003**	2300014	**250226**	7/20/2022	4,127.04
Pyramid School Products Total					**4,127.04**
Quadient Leasing USA, Inc.	**N9432432 7/1**	2300028	**250227**	7/20/2022	580.62
Quadient Leasing USA, Inc. Total					**580.62**
Ramza Insurance Group	**25283**	2300112	**250228**	7/20/2022	2,289.00
Ramza Insurance Group Total					**2,289.00**
Randstad Technologies	**RT2475899**	2300114	**250229**	7/20/2022	2,700.50
	rt2469557	2300102	**250229**	7/20/2022	1,934.40
	RT2457595	2300060	**250229**	7/20/2022	957.63
Randstad Technologies Total					**5,592.53**
Republic Services - #368	**0368-001033224 6/20**	2300022	**250230**	7/20/2022	5,286.58
Republic Services - #368 Total					**5,286.58**
Richards Building Supply Co	**2-INVS, 6/13-6/22**	2300223	**250231**	7/20/2022	323.22
Richards Building Supply Co Total					**323.22**
Richardson Athletics	**38171**	2300125	**250232**	7/20/2022	46.22
Richardson Athletics Total					**46.22**
Riddell All American	**951597807**	2300126	**250233**	7/20/2022	11,000.40
	60452112	2300129	**250233**	7/20/2022	9,520.95
Riddell All American Total					**20,521.35**
Rogers Supply Company Inc	**4-INVS, 6/29-7/8**	2300221	**250234**	7/20/2022	402.64
Rogers Supply Company Inc Total					**402.64**
Room Ready	**100992**	2300173	**250235**	7/20/2022	280.00
Room Ready Total					**280.00**
RP Lumber Company, Inc	**8-INVS, 5/6-6/24**	2300220	**250236**	7/20/2022	1,695.13
RP Lumber Company, Inc Total					**1,695.13**
Rustemeyer, Christina	**REIMB TRAVEL 06/30**	0	**250237**	7/20/2022	51.71
Rustemeyer, Christina Total					**51.71**
S & S Builders Hardware Co	**0573855**	2300232	**250238**	7/20/2022	2,140.20
S & S Builders Hardware Co Total					**2,140.20**

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Savvas Learning Company LLC	702801944	2300034	250239	7/20/2022	4,497.30
	7028019525	2300035	250239	7/20/2022	4,197.60
Savvas Learning Company LLC Total					8,694.90
School Specialty	208130079432	2300023	250240	7/20/2022	128.58
School Specialty Total					128.58
Select Screen Prints	59725, 59785	2300261	250241	7/20/2022	5,385.75
Select Screen Prints Total					5,385.75
Sherwin Williams Company	3-INVS, 6/28-7/7	2300074	250242	7/20/2022	138.10
	6-INVS, 6/20-6/30	2300074	250242	7/20/2022	872.70
	3661-0, 3651-1	2300074	250242	7/20/2022	420.45
Sherwin Williams Company Total					1,431.25
Shoemaker, Bayleigh	REIMB ESY SUPPS	2300251	250243	7/20/2022	24.99
Shoemaker, Bayleigh Total					24.99
Specialized Education Of Illinois	140350	2300258	250244	7/20/2022	14,292.64
Specialized Education Of Illinois Total					14,292.64
Stark Excavating, Inc	74754	2300132	250245	7/20/2022	37,800.00
Stark Excavating, Inc Total					37,800.00
Staver, Carla Sue	REIMB ESY SUPPLS	2300257	250246	7/20/2022	25.00
Staver, Carla Sue Total					25.00
Swanson, Joel E	FUEL REIMB 6/22	2300175	250247	7/20/2022	233.85
Swanson, Joel E Total					233.85
The Omni Group	2207-7601	2300203	250249	7/20/2022	32.00
The Omni Group Total					32.00
Thomas, Katrisha	REIMB SUPPLIES 6/23	2300242	250250	7/20/2022	25.00
Thomas, Katrisha Total					25.00
Thresholds	2-INVS, 6/30/22	2300229	250251	7/20/2022	6,058.08
Thresholds Total					6,058.08
T-MOBILE	STMT - 6/21/22	0	250248	7/20/2022	2,000.00
	STMT-06/21/22	0	250248	7/20/2022	6,104.32
T-MOBILE Total					8,104.32
Touchtone Communications	1814719	0	250252	7/20/2022	204.96
Touchtone Communications Total					204.96
Towanda Water Department	WATER BILL - 6/30	0	250253	7/20/2022	79.28
Towanda Water Department Total					79.28
Town Of Normal Water Dept.	WATER BILL - 7/11/22	0	250254	7/20/2022	30,031.77
Town Of Normal Water Dept. Total					30,031.77
Turning Point Therapies, Inc.	331024	2300168	250255	7/20/2022	5,500.00
Turning Point Therapies, Inc. Total					5,500.00
Tyler Technologies, Inc	025-378859	2300208	250256	7/20/2022	123,697.15
Tyler Technologies, Inc Total					123,697.15
Unit 5 Decker Industries	INV- 170	2300024	250257	7/20/2022	87.50

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Unit 5 Decker Industries Total					**87.50**
United Pipe & Supply Co, Inc	**3280200**	2300233	**250258**	7/20/2022	1,085.83
United Pipe & Supply Co, Inc Total					**1,085.83**
Vanguard Energy Services,LLC	**G404551070722--JUN**	0	**250259**	7/20/2022	14,719.83
Vanguard Energy Services,LLC Total					**14,719.83**
Veterans Floors Inc.	**2052**	2300155	**250260**	7/20/2022	3,430.00
Veterans Floors Inc. Total					**3,430.00**
Village of Carlock.	**1526**	2300179	**250261**	7/20/2022	103.42
Village of Carlock. Total					**103.42**
Vision Service Plan - (Il)	**STMT-JULY 22**	2300142	**250262**	7/20/2022	1,047.96
Vision Service Plan - (Il) Total					**1,047.96**
Walker, Mary M	**REIMB ESY SUPPS**	2300245	**250263**	7/20/2022	25.00
Walker, Mary M Total					**25.00**
Watts Copy Systems, Inc	**1152665**	2300089	**250264**	7/20/2022	27,570.00
	1449667	2300123	**250264**	7/20/2022	6,376.79
Watts Copy Systems, Inc Total					**33,946.79**
Watts Copy Systems, Inc.	**31878819**	2300124	**250265**	7/20/2022	1,848.00
Watts Copy Systems, Inc. Total					**1,848.00**
West	**846623008**	0	**250266**	7/20/2022	1,227.75
West Total					**1,227.75**
Winsupply	**3371520 01,337220 01**	2300224	**250267**	7/20/2022	408.56
Winsupply Total					**408.56**
Grand Total					**1,463,455.83**

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Fund	Amount
10	799,007.24
20	570,076.83
40	48,953.11
80	45,418.65
Grand Total	**1,463,455.83**

Exhibit – Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of School Board meetings that are closed to the public.

Actor	Action
Before any Board meeting: Superintendent or designee	Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
Before a closed meeting: Board President or presiding officer	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) ensures that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting (5 ILCS 120/2a) and (5) adjourns the open meeting.
Before a closed meeting: Superintendent, Board Secretary, or Recording Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
During a closed meeting: Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ____date, at ____o'clock, at ____location, for the purpose of holding a closed meeting in order to confidentially discuss ____, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.
After a closed meeting:	**<u>For Verbatim Recordings:</u>** • Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.

Superintendent, Board Secretary, or Recording Secretary	• Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings. • As soon as possible, puts the recording of the closed meeting in a previously identified secure location for storing recordings of closed meetings. **Upon request of a Board member:** 1. Provides access to the verbatim recordings at a reasonable time and place without disrupting District operations. 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Board Secretary, b. The Recording Secretary, c. The Superintendent or designated administrator, or d. Any elected Board member, and 3. Logs the access to the recordings in Exhibit 2.220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*. **For Closed Meeting Minutes:** Prepares written closed meeting minutes that include: • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned **Upon request of a Board member:** 1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Board Secretary, b. The Recording Secretary, c. The Superintendent or designated administrator, or d. Any elected Board member, and 3. Logs the access to the recordings in *Exhibit 2.220-E7*
After a closed meeting: School Board	Approves the previous closed meeting minutes at the next open meeting.
In preparation for the semi-annual review: Superintendent or designee	Every six months, prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review. This step is in preparation of the Board's meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist. If the Board wants to discuss closed meeting minutes in closed session, places “review of unreleased closed meeting minutes” on a closed meeting agenda. Places "results of Board's review of unreleased closed meeting minutes" as an item on a subsequent open meeting agenda.

In preparation for the semi-annual review: Individual Board members	Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent. Individual Board members should consider: (1) the Superintendent or designee's recommendation, (2) the recommendation of the Attorney for the District, (3) other Board members' opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.
During the semi-annual review: School Board	The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.
After the semi-annual review: Superintendent or designee	Re-labels and re-files closed meeting minutes as appropriate.
Monthly Board President	Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.
Monthly: School Board	Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.

LEGAL REF.: 5 ILCS 120/, 120/2.06(e) et seq.
ADMIN. PROC.: 2.220-E2, 2.220-E3, 2.220-E4, 2.220-E5, 2.220-E6, 2.220-E7, 2.220-E8

Adopted: February 22, 2017
Reviewed: June 2022
Amended: July 20, 2022

Exhibit – Closed Meeting Minutes

Closed Meeting Minutes

Items in bold are required by 5 ILCS 120/2.06(a)(1)-(3). Non-bolded items align with best practices.

Date:_____ **Time:**_____

Location:_____

Name of person(s) taking and recording the minutes:_____

Name of person presiding:_____

Members in attendance:

1.
2.
3.
4.
5.
6.
7.

Members absent:

1.
2.
3.

Summary of the discussion on all matters (as specified in the vote to close the meeting):

Basis for the finding that litigation is probable or imminent, if applicable (5 ILCS 120/2(c)(11)):

Time of adjournment or return to open meeting:_____

The School Board, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. Semi-annual means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653.

☐ **These minutes are available for public inspection as of:**_____
(Date)

Adopted: October 25, 2017
Reviewed: June 2022
Amended: July 20, 2022

Exhibit – Semi-Annual Review of Closed Meeting Minutes

Logging and Review Process

Step 1. The Board Secretary or Clerk of the Board maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.

Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board Secretary or Clerk of the Board brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes,* below.

Step 3. At least *semi-annually* (every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the Board), in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information. 5 ILCS 120/2.06(d), amended by P.A. 102-653.

Step 4. The Board Secretary or Clerk of the Board: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; (3) continues to log new closed meeting minutes that the Board has not released for public inspection (2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e).

Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The School Board met on _____ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: *(insert closed meeting dates)*

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date:_____

Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by:_____

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

Adopted: July 20, 2022
Reviewed: June 2022
Amended:

Exhibit – Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. *Semi-annual* means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Clerk of the Board shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	**Dates of Closed Sessions**		
Specific employee(s), specific independent contractors, specific volunteers, or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			

Closed Session Held to Discuss:	**Dates of Closed Sessions**		
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). *Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.*			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). *Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.*			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics,			

Closed Session Held to Discuss:	**Dates of Closed Sessions**		
when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).			

Administrative Procedure - Purchases

The Attorney for the District should be consulted, as needed, regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Requirements for Purchases and Contracts

A Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.

1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent or designee.

2. Illinois Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105/):

   a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Illinois Use Tax Act.

   b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.

3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Illinois Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the Illinois Drug Free Workplace Act. "Contractor" is defined in the Illinois Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for specific performance under a contract of $5,000 or more."

4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, 105 ILCS5/28A of the *School Code*), may be considered as a bid. 105 ILCS 5/10-20.21(d).

5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond.

6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by Administrative Procedure 2.170-AP1*, Qualification Based Selection*.

7. A list must be posted on the District's website, if any, of all contracts in excess of $25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44(b).

8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and agree to:

(a) not allow any of its employees to have direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c);

(b) prohibit any of its employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;

(c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and

(d) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See Administrative Procedure 4.60-AP3*, Criminal History Records Check of Contractor Employees.*

9. Each contractor with the District must comply with 105 ILCS 5/24-5 and agree:

(a) concerning each new employee who will have direct, daily contact with one or more student(s), to provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and

(b) to require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

10. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10) (food donations).

11. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act by (a) requesting a bid with an alternative for asphalt-based or latex-based sealant product, and (b) considering whether an asphalt-based or latex-based sealant product should be used for the project based upon costs and life cycle costs that regard preserving pavements, product warranties, and the benefits to public health and safety.

B. To the extent feasible, the following govern all purchases, and/or the award of contracts for, supplies, materials or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of $25,000 or less, or (b) in an emergency, an expenditure in excess of $25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21(a)(xiv) (3/4s of the Board must approve an emergency expenditure in excess of $25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).

1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.

2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.

C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of $25,000 for purchase of supplies, and materials, or work. 105 ILCS 5/10-20.21(a).

1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
   a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
   b. Printing of finance committee reports and departmental reports;
   c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
   d. Perishable foods and perishable beverages;
   e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
   f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
   g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
   h. Duplicating machines and supplies;
   i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products;
   j. Equipment previously owned by some entity other than the District itself;
   k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
   l. Goods or services procured from another governmental agency;
   m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
   n. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
   o. Goods procured through an education master contract, as defined in the Education Purchasing Program, 105 ILCS 5/28A; and
   p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.

2. Competitive bidding process:
   a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District. 105 ILCS 5/10-20.21(a).
   b. The following information should be included in the advertisement for bids:
      1) A description of the materials, supplies or work involved;
      2) Completion or delivery date requirements;

3) Requirements for bids, bonds, and/or deposits;
4) Requirements for performance, labor, and material payment bonds;
5) Date, time, and place of the bid opening;
6) The approximate time period between the opening of bids and the award of the contract; and
7) Any other useful information.

c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a)
e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). With the exception of bids for construction purposes, bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):
   1) On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
   2) The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.
f. Each bidder is given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).
g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.

3. Following the opening of bids, the Superintendent or designee (and Attorney for the District, if needed) determines the lowest responsible bidder and verify the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent or designee recommends a bidder other than the lowest bidder, the Superintendent or designee must provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act. 30 ILCS 525/.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.44, 5/10-21.9, 5/21B-80, and 5/24-5.
30 ILCS 580/, Ill. Drug Free Workplace Act.
35 ILCS 105/, Ill. Use Tax Act.
50 ILCS 510/, Local Government Professional Services Selection Act.
410 ILCS 170/10, Coal Tar Sealant Disclosure Act.

Administrative Procedure – Federal and State Award Procurement Procedures

In addition to the State legal requirements for purchases and contracts set forth in Board policy 4.60, *Purchases and Contracts,* and Administrative Procedure 4.60-AP1, *Purchases,* the following procedures apply to District procurement under federal awards and State awards governed by the Grant Accountability and Transparency Act (GATA). The District maintains oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Consult the Attorney for the District regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Code of Conduct

Board policies 2.100, *Board Member Conflict of Interest*, and 5.120, *Employee Ethics; Conduct; and Conflict of Interest*, contain standards of conduct covering conflicts of interest and governing the actions of board members and employees engaged in the selection, award, and administration of contracts.

General Procurement Standards

A. The District shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. **Note:** A conflict between this regulation's requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (prohibits bid stringing; violation is a Class 4 felony) and 720 ILCS 5/33E-3 (prohibits bid rigging, a Class 3 felony).

B. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

C. The District may use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

D. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. **Note:** A conflict between this regulation's requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony).

E. The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. **Note:** State law requires award to the "lowest responsible bidder."

F. The District shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

G. The District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. **Note:** The Illinois Criminal Code of 2012 (720 ILCS 5/33E-9) requires approval of the Board or designee when a contract cost increases or decreases by $10,000, a/k/a *change orders*. If a change order will exceed the original contract price by 10%, it must be rebid.

H. The District shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Competition

A. All procurement transactions for the acquisition of property or services required under an award shall be conducted in a manner providing full and open competition consistent with the standards of State law (105 ILCS 5/10-20.21) and *Board policy 4.60, Purchases and Contracts,* and this section. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;

2. Requiring unnecessary experience and excessive bonding;

3. Noncompetitive pricing practices between firms or between affiliated companies;

4. Noncompetitive contracts to consultants that are on retainer contracts;

5. Organizational conflicts of interest;

6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

7. Any arbitrary action in the procurement process.

B. The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. **Note:** State law may also encourage or discourage these preferences. Discuss these with the Attorney for the District. See also Doyle Plumbing & Heating Co. v. Bd. of Educ., Quincy Pub. Sch. Dist. No. 172, 291 Ill. App. 3d 221 (4th Dist. 1997); Cardinal Glass Co. v. Bd. of Educ. of Mendota Comm. Consol. Sch. Dist. 289, 113 Ill. App. 3d 442 (3rd Dist. 1983). Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. **Note:** The Board must also follow the Local Government and Professional Services Selection Act (50 ILCS 510/).

C. Procurement Transactions. All solicitations will:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.

    a. Such description must not, in competitive procurements, contain features which unduly restrict competition.

    b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

    c. Detailed product specifications should be avoided if at all possible.

    d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.

2. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.

D. The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. **Note:** State laws may conflict with this provision. See 105 ILCS 5/10-20.21 and 50 ILCS 510/.

E. The District shall not preclude potential bidders from qualifying during the solicitation period.

F. Noncompetitive procurements can only be awarded in accordance with the requirements detailed in paragraph E of the **Methods of Procurement** subhead below.

Methods of Procurement

The District shall use one of the following methods of procurement:

A. Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of $10,000, as may be amended from time to time. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents it maintains. **Note:** See 105 ILCS 5/10-20.21 and *Board policy 4.60, Purchases and Contracts*.

B. Small purchase procedures. Small purchase procedures may be used for the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the Simplified Acquisition Threshold of $250,000, as may be amended from time to time. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources, as determined appropriate by the District.

C. Sealed bids. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. **Note:** 105 ILCS 5/10-20.21 requires "lowest responsible bidder." The sealed bid method is the preferred method for procuring construction, if the conditions in 2 C.F.R. §200.320(b)(1)(i) apply. If sealed bids are used, the requirements in 2 C.F.R. §200.320(b)(1)(ii) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.

D. Proposals. The use of proposals is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. Proposals must be solicited from an adequate number of qualified offerors. If this method is used, the requirements in 2 C.F.R. §200.320(b)(2) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.

E. Noncompetitive procurement. Noncompetitive procurement may be used only when one or more of the circumstances in §200.320(c) apply: (1) the cost does not exceed the micro-purchase threshold; (2) the item is available only from a single source; (3) public exigency or emergency will not permit a delay resulting from publicizing a competitive solicitation; (4) the awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District; or (5) after solicitation of a number of sources, the District determines competition is inadequate. **Note:** 50 ILCS 510/ may conflict with this regulation.

Procurement of Recovered Materials

When the District procures items designated by the Environmental Protection Agency (EPA) as capable of being produced with recovered materials, and the purchase of the items exceeds $10,000 or the quantity of the items (or functionally equivalent items) purchased in the preceding fiscal year exceeded $10,000, the District shall:

A. Ensure the items contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The decision not to procure such items must be based on a determination that the items: (1) are not reasonably available within a reasonable period of time, (2) fail to meet the performance standards in the applicable specifications, or (3) are only available at an unreasonable price.

B. Procure solid waste management services in a manner that maximizes energy and resource recovery.

C. Establish an affirmative procurement program for procurement of recovered materials identified in EPA guidelines. The program must contain the following elements:

1. Preference program for purchasing the designated items;

2. Promotion program;

3. Procedures for obtaining estimates and certifications of recovered materials content and for verifying the estimates and certifications; and

4. Annual review and monitoring of the effectiveness of the program.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The District shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (A) through (E) of this section.

Contract Cost and Price

A. The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non–federal entity must make independent estimates before receiving bids or proposals.

B. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

C. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E, Cost Principles, of 2 C.F.R. Part 200.

D. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Federal Awarding Agency or Pass-Through Entity Review

The District shall make available, upon request of the federal awarding agency or pass-through entity (ISBE):

A. Technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition; and

B. Procurement documents (such as requests for proposals or invitations for bids, or independent cost estimates) for pre-procurement review when one or more of the circumstances in §200.325(b) apply.

Bonding Requirements

A. For construction or facility improvement contracts or sub contracts exceeding the Simplified Acquisition Threshold, the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the District provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected.

B. If such a determination has not been made, the minimum requirements shall be as follows:

1. A bid guarantee from each bidder equivalent to five percent of the bid price. The *bid guarantee* must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

2. A performance bond on the part of the contractor for 100 percent of the contract price. A *performance bond* is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

3. A payment bond on the part of the contractor for 100 percent of the contract price. A *payment bond* is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions

The District's contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, *Contract Provisions for non-Federal Entity Contracts Under Federal Awards*.

Administrative Resource / General Personnel - Sample Questions for Conducting the Internal Harassment in the Workplace Investigation

State and federal law prohibit harassment on the basis of an individual's actual or perceived race, religion, national origin, sex (including pregnancy), sexual orientation, age, citizenship status, work authorization status, disability, or other protected status, as identified in Board policy 5:10, *Equal Employment Opportunity*. For the purpose of this procedure, *sexual harassment* includes harassment on the basis of sexual orientation, which means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity.

The person charged with conducting the internal harassment investigation must ascertain: (1) if the alleged conduct occurred; (2) if the conduct was unwelcome; (3) if the harassing conduct was based on any protected status of the complainant; and (4) whether the harassment created a hostile environment in that it had the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment. The questions that follow are designed to help the investigator uncover this evidence. ***The questions below serve as a general sample; they are not all-inclusive and the exact questions must be designed for the specific allegations in each case.***

Did the alleged conduct occur?

Investigators should consider a number of factors in evaluating whether the complained of conduct occurred, such as:

1. The level of detail provided by the complainant/witness. In certain cases, a witness's ability to recall information may be impacted by past trauma. Consider the use of a trauma-informed approach in these circumstances.

2. The consistency within and between a witness's statement(s).

3. The consistency between the witness's statements and those of other witnesses.

4. Corroborating witnesses and other evidence.

5. Body language/eye contact of the witness. (In certain cases, the manner of a complainant's body language/eye contact during an interview may be attributable to the complainant's discomfort or cultural norms, rather than a lack of truthfulness.)

6. The existence of a pattern of similar past behavior/harassment complaints involving the alleged harasser.

7. Does the witness have reason to be untruthful, such as a personal stake in the outcome?

8. Any corroborating documentation of the alleged conduct.

Is the alleged conduct unwelcome?

*Unwelcome conduc*t is that verbal or physical conduct which the employee did not solicit or incite and that which the employee regarded as undesirable or offensive. The Equal Employment Opportunity Commission (EEOC) evaluates the issue of whether conduct was welcome on a case-by-case basis, considering the totality of the circumstances. The wise investigator will do the same.

Below are sample questions that can be used to formulate actual questions for this part of the investigation.

1. Who is the alleged harasser? What is the alleged harasser's name? Is the alleged harasser a co-worker or a supervisor?

2. Is the conduct complained of physical, verbal, and/or committed using an electronic device, such as, through email, text message, or a social networking website? Obtain relevant details for each incident (the *Five W's*: Who, What, Where, When, and Why).

3. If physical, describe with specificity the nature of the physical conduct. Inquire into all locations on the complainant's body that were touched and ask when, how often, how the complainant was approached, who witnessed the physical conduct, and where was the complainant when the conduct took place? Did the physical conduct involve an injury to or destruction of the complainant's possession(s) and, if so, what was the property, what was the nature of the injury, when did it happen, and where is the property now?

4. If the unwelcome conduct was verbal, what was stated, when, how often, where were the parties when the statements were made, and who witnessed the statements being made?

5. If the conduct was committed using an electronic device (e.g., through email, text message, or social networking website) what was stated, where, when, how often, who saw it? Does the complainant still have access to the emails, text messages, or social networking websites for the investigator's review?

6. Did the complainant or any of the witnesses retain any evidence of the offensive conduct such as a picture, email message, text message, or video or audio recording?

7. Was a complaint or protest made to anyone employed by the District or to anyone else? If so, to whom did the complainant complain, when was the complaint made, what was stated therein, and were there any witnesses to this or these complaints?

8. What was the complainant's response to the conduct? Did the complainant tell the alleged harasser to stop? Did the complainant complain to others about the alleged harasser's behavior? Did the complainant ask co-workers, supervisors or managers to make the harassment stop? If so, obtain all relevant details the Five W's).

9. Did the complainant engage in any conduct with the alleged harasser that could have made the alleged harasser believe their behavior was welcome? (The investigator should be careful to distinguish between encouraging behavior and victim blaming; e.g. clothing was too tight or revealing, reputation of promiscuity.) If so, what was the conduct, when and where did it occur, how often and who witnessed it?

10. Did the complainant make the alleged harasser aware at the point when the conduct became unwelcome? If so, when, how was this done, what was communicated to the alleged harasser, and were there any witnesses?

11. Did the complainant complain about the harassment to the alleged harasser, to the complainant's or alleged harasser's supervisors, other managers or others? If so, when were the complaints made, what was said, who was present, and what was the response to each complaint?

12. If no prior complaints about the alleged harassment were made, why not?

13. What other actions, if any, did the complainant take to indicate to the alleged harasser that the alleged harasser's conduct was unwelcome?

14. If they lack knowledge about the harassment, did co-workers, supervisors or managers notice any changes in complainant's behavior at work or in the alleged harasser's treatment of the complainant?

15. Has the alleged harasser been accused of sexual harassment by other employees? If so, when, and were the allegations investigated? If so, what was the result of the investigation, and what was management's response, i.e., what remedy was imposed.

Did the work environment become hostile?

To ascertain whether unwelcome sexual conduct creates an unlawful *hostile environment,* the major inquiry is whether the conduct had the purpose or effect of unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive working environment. In the sexual harassment context, trivial or annoying conduct such as sexual flirtation or innuendo or vulgar language would probably not establish a hostile environment, but in certain circumstances the conduct when viewed in the aggregate can establish a hostile environment. The challenged conduct must substantially affect the work environment of a reasonable person for a violation to be found.

Consider the following additional questions for this part of the inquiry:

1. What effect, if any, did the alleged harassment have upon the complainant's ability to perform the complainant's job?

2. What effect, if any, did the alleged harassment have upon the complainant's mental or physical health or well-being? Was medical treatment/therapy sought?

3. Even if the alleged harassment had little, or no effect on the complainant's work performance or well-being, is there evidence, e.g., verbal or written comments, that the alleged harasser intended the conduct to have that effect?

4. ***Additional question for sexual harassment complaints:*** What was the sexual character of the work environment before the complainant entered the environment? Were sexual comments and actions common? If so, what types, when did they occur? Who was involved? Supervisors? Co-workers?

5. Did the character of the workplace change after complainant joined the workplace? If so, how? What was complainant's behavior? How did the accused and other co-workers or supervisors respond to complainant's behavior?

6. Was the complaint of verbal or physical behavior directed at persons other than complainant? If so, who were they? What conduct was directed towards them, when, how frequently, who was present, where did it occur and who witnessed it? How did these persons react to the physical or verbal conduct?

7. Did the alleged harasser single out the complainant? If so, how, when, where, and why?

8. Did others join in perpetrating the harassment? If so, who? What was done; when, where, who witnessed the conduct, and were others harassed too?

9. If the complained of conduct was verbal, what were the remarks? Were they hostile and derogatory? What was the frequency and context of the comments? Were the parties in or out of the workplace when the comments were made?

10. Was the alleged harassment observed by supervisors, managers, or other co-workers? If so, by whom, when, where, and what was observed?

11. Was the alleged harassment observed by former employees or others outside the workplace? If so, by whom, when, where, and what was seen?

Was the harassment committed by a supervisor?

The employer will always be held responsible for acts of sexual harassment committed by the employee's supervisor, meaning someone who was authorized by the employer to have authority over the complainant's terms and condition of employment. To investigate harassment committed by the complainant's supervisor, include questions such as the following:

1. What conduct is the supervisor accused of? When, where, how often did it occur, and who observed?

2. Was the supervisor authorized to grant or deny tangible job benefits to the complainant? If so, what was the scope of that authority and what documents evidence it? If not, were his/her recommendations concerning the complainant's terms and conditions of employment typically or routinely followed?

Was the harassment *quid pro quo* (do this for that)?

An employer will always be held responsible for acts of *quid pro quo* sexual harassment, meaning that tangible job benefits were either (1) conditioned on submitting to sexual favors, or (2) denied because of the complainant's rejection of a sexual advance or request for sexual favors. Quid pro quo-type harassment can also occur in other contexts, such as religious discrimination, for example, if a person is required to abandon or alter his or her religious practice as a condition of employment.

1. How was the complainant's employment affected by the alleged harassment? Was the complainant denied a salary increase, a promotion, a job transfer, etc.? If so, when?

2. Was the complainant treated differently from similarly situated employees in regard to the denied salary increase, promotion, job transfer, etc.? If so, who was treated differently by the same supervisor?

3. What other management employees were involved in decisions to grant or deny the tangible job benefit(s) to the complainant? Did they have knowledge of the sexual conduct?

Administrative Procedure / General Personnel - Interview Questions

Anti-discrimination laws affect all steps of the employee hiring process. Knowledge of the characteristics on which these laws prohibit inquiry is especially critical when conducting interviews. Sloppy interview practices can result in the appearance of illegal discrimination or even actual discrimination.

Interviewers should avoid seeking information that will not be used to make an employment decision. Assume that a rejected applicant may believe that all information acquired was used. The District, if challenged, must explain why it asked for the information – a very difficult task when the information involves race, sex, religion, age, disability, etc. Information needed for insurance, tax, social security, or similar purposes should be obtained after employment. The following list of protected characteristics may not be complete because of the rapidly changing nature of discrimination laws.

Protected Status	Do not ask	Permissible to ask
Race and color	▪ What race are your parents?	
Alienage, ancestry, national origin, nationality, and citizenship status (provided the individual is authorized to work in the U.S.), work authorization status	▪ In what country were you born? ▪ In what country were your parents born? ▪ Are you a naturalized citizen? ▪ Do you have proof that you are authorized to work in the U.S?	▪ Are you legally authorized to work in the United States? ▪ What languages do you read, speak, or write fluently?
Marital status	▪ Are you married? Single? Divorced? Engaged? ▪ Are you living with someone? ▪ Would your spouse move with you if you got this position? ▪ What is your maiden name?	
Gender, including parent and pregnancy status	▪ What are your future family plans? ▪ Are you pregnant? ▪ Do you have children? What are their ages? ▪ Do you have child care?	▪ Is there anything that would interfere with regular work attendance? ▪ Are you available to work overtime?
Sexual orientation, including actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity	▪ Do you have a spouse or partner - which?	▪ How do you feel about supervising a diverse workplace?
Religion or creed	▪ What religious holidays do you celebrate?	▪ We need you to work on [insert days]. Are you available to work those days?
Age	▪ When do you plan to retire? ▪ When do you plan to collect your pension?	▪ What are your long-term career goals?

Protected Status	Do not ask	Permissible to ask
Military status	▪ Will you miss work because you are a member of a U.S. Reserve unit, such as, Army Reserve or Marine Corps Reserve, or a member of a National Guard unit?	▪ How does your military training or experience prepare you for this job?
Unfavorable discharge from military service	▪ Under what circumstances were you discharged from the service?	
Arrest record Conviction that is not on the School Code's list of disqualifying convictions	▪ Have you ever been arrested? ▪ Spent time in jail? **NOTE** The Job Opportunities for Qualified Applicants Act, 820 ILCS 75/, prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. Thus, school employers should limit their requests for criminal convictions to job-disqualifying convictions.	▪ Have you ever been convicted of attempting to commit, conspiring to commit, soliciting, or committing any crime in the follow list? (1) any sex offense or drug offense, as defined in Section 21B-80(a) of the School Code, (2) first degree murder or a Class X felony, or (3) any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. 105 ILCS 5/21B-80, amended by P.A.s 101-531 and 102-552. Consult with the Attorney for the District if the District wants to ask candidates about disqualifying convictions before the job offer state, due to Ill. Dept. of Human Rights guidance on 775 ILCS 5/2-103.1, added by P.A. 101-656, at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. See 5.30, Hiring Process and Criteria, at f/n 6 for additional explanation.

Protected Status	Do not ask	Permissible to ask
Use of lawful products during non-working hours	▪ Do you smoke or use tobacco products during non-working hours? ▪ Do you consume alcoholic beverages during non-working hours?	▪ Have you been disciplined by an employer for violating its rules forbidding the use of alcohol or tobacco products?
Genetic information	▪ What were the results of any diagnostic, predictive, or pre-symptomatic genetic testing that you've had?	▪ See section on *disability* below
Whether applicant has ever filed a claim or received benefits under the Illinois Workers' Compensation Act or Workers' Occupational Diseases Act	▪ Have you ever filed a claim or received benefits under the Illinois Worker's Compensation Act or Workers' Occupational Disease Act?	
Credit history/report, unless the Employee Credit Privacy Act permits a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets values at $2,500 or more. 820 ILCS 70/10(b)	Unless specifically permitted, do not ask: ▪ Do you have a good credit score? ▪ Have you been denied a credit card within last 5 years? ▪ Have you ever filed bankruptcy?	▪ How long have you lived at your current address?
Wage or salary history, including benefits or other compensation, unless: the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer. 820 ILCS 112/10, amended by P.A. 101-177. For further discussion see f/n 19 in policy 5.30, Hiring Process and Criteria.	What is your current wage/salary? What was your previous wage/salary? What benefits or other compensation do you currently receive? What benefits or other compensation did you previously receive? What was your highest paid position? This position pays $X; is that more or less than what you are making now?	This position provides the following wage/salary, benefits, and compensation: [insert details]. Does that meet your expectations? What are you looking for in terms of wage/salary, benefits, and other compensation for this position?
Victim of domestic violence or being protected un an order of protection	Have you ever requested a restraining order or order of	

Protected Status	Do not ask	Permissible to ask
	protection against your spouse or other person?	

Disability

Inquiries that are likely to elicit information about a disability, before a bona fide job offer is made, are prohibited. Inquiries about the ability to perform job functions that do not ask about disabilities are permissible.

Protected Status	Do not ask	Permissible to ask, provided all applicants are asked
Disability	▪ Have you had any recent illnesses or operations? ▪ Do you have AIDS? ▪ Do you have asthma? ▪ Do you have a disability which would interfere with your ability to perform the job? ▪ How many days were you sick last year? ▪ Have you ever filed for Workers' Compensation? ▪ Have you ever been injured on the job? ▪ How much alcohol do you drink each week? ▪ Have you ever been treated for alcohol problems? ▪ Have you ever been treated for mental health needs? ▪ What prescription drugs are you currently taking?	▪ Can you perform the functions of this job (essential and/or marginal), with or without reasonable accommodation? ▪ Please describe or demonstrate how you would perform these functions (essential and/or marginal)? ▪ Have you ever been disciplined (oral or written reprimand, suspension or termination) for attendance violations or problems? ▪ Are you a current user of illegal drugs? ▪ Do you have the required licenses to perform this job?

Administrative Procedure / General Personnel - Investigations

Immigration Investigations

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). See: www.uscis.gov/i-9. If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: www2.illinois.gov/idol/Laws-Rules/legal/Pages/privacy-workplace.aspx. See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 101-643)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Information (CHRI) Checks for Certified and Non-certified School Personnel* at: www.isbe.net/pdf/guidance_chr.pdf.

A *complete criminal history records check* pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State Dept. of Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248),

2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ et seq.), and

3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105).

*These checks must be conducted by the District once every five years that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s 101-531 and 102-552.

See also Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, and Administrative Procedure 4.175-AP1*, Criminal Offender Notification Laws; Screening*. **Important**: 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the

arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: www.isp.state.il.us/docs/5-727.pdf.

2. ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.

The following individuals are responsible for the actions listed:

Applicant - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g), amended by P.A. 101-531.

Superintendent or designee - Note: *Add any additional steps to efficiently receive a complete criminal history records check.*

1. Fingerprint-Based Criminal History Records Check:

    a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.

    b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b), amended by P.A. 101-531, and 20 ILCS 2635/7. The applicant has the obligation and responsibility to notify the District within seven (7) working days if information in the report furnished by the ISP is inaccurate or incomplete. Id.

    c. The Superintendent or designee notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), amended by P.A. 101-531, and:

        i. Makes a preliminary determination that the applicant will be disqualified based on a *conviction record* when: (1) the District is prohibited by 105 ILCS 5/10-21.9 from employing the individual because the conviction is an offense listed in 105 ILCS 5/21B-80, amended by P.A. 102-552; (2) there is a *substantial relationship* between one or more of the previous criminal offenses and the

employment sought or held; or (3) the employment would involve an *unreasonable risk* to property or to the safety or welfare of specific individuals or the general public.

Conviction record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5), added by P.A. 101-656. It includes the results of a *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9.

Substantial relationship means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A), added by P.A. 101-656.

To determine whether an applicant is disqualified based on a *substantial relationship* or *unreasonable risk*, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B), added by P.A. 101-656. See also Ill. Dept. of Human Rights (IDHR) *Conviction Record Protection – Frequently Asked Questions* (March 2021), at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.

ii. When the applicant's conviction record disqualifies him/her/them, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District's reasoning for the disqualification; (2) a copy of the *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant's right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within seven (7) working days of the applicant's receipt of the copy of the conviction record if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2), added by P.A. 101-656. See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record*, for a sample letter template.

Note: Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see *EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act*, at: www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions.

iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure

the employer has for the applicant to challenge the decision or request reconsideration (this is not required); and (3) the right to file a charge with the IDHR. 775 ILCS 5/2-103.1(C)(3), added by P.A. 101-656. See 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, for a sample letter template.

d. The Superintendent or designee, or as applicable the entity that provides background checks for public schools, notifies the State Superintendent of education in writing within 10 business days after receiving information of a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80. Required by 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 and 101-643.

Note: For substitute teachers, the Superintendent will need to ensure that their District performs these checks. Contact the Attorney for the District and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent of Schools was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

e. For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), amended by P.A. 101-531, and Board policy 5.260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.

2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s 101-531 and 102-552. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:

   a. The Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/ et seq.), and

   b. The Statewide Child Murderer and Violent Offender Against Youth Registry www.isp/state.il.us/cmvo/, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-154/105).

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 101-531. The Superintendent or designee notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a registration for an individual licensed by ISBE. 105 ILCS 5/21.9(e), amended by P.A. 101-531.

ISP and FBI - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note**: The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the President of the Board…". See 105 ILCS 5/10-21.9(a) and (g), amended by P.A. 101-531, 20 ILCS 2630/3.3, establishes authority for the ISP to collect fees from the District if it wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/pdf/guidance_chr.pdf).

Board President - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the ISP and/or Statewide Sex Offender Registry for clarification purposes, or the Teachers' Retirement System of the State of Illinois (TRS) when the Board learns that a teacher has been convicted of a felony. See 105 ILCS 5/10-21.9(b), amended by P.A. 101-531, 105 ILCS 5/21B-10, and 105 ILCS 5/21B-85, amended by P.A. 102-552.

Regional Superintendent - The Superintendent or designee may require the applicant to authorize the Regional Superintendent to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one District. The Regional Superintendent also performs a check of the Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115) and the Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A.s 101-72 and 102-552.

Contractors - The above requirements for a complete criminal history records check apply to all employees and agents of contractors who have direct, daily contact with students. 105 ILCS 5/10-21.9(f). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) agree to a contract provision that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g), amended by P.A. 101-531, apply to employees of contractors who have "direct, daily contact" with students. To be comprehensive and

to eliminate uncertainty, this Procedure and Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks, or (2) see the employee's criminal history furnished by the ISP and the FBI. All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check its own insurance coverage to determine whether employees of contractors are covered. See also Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, and Administrative Procedure 4.60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors' employees, the District must provide the information to another school or school district that requests it (105 ILCS 5/10-21.9(f-5)). For more information, see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report. 20 ILCS 2635/7(A)(3).

District - The District complies with 105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 5/21B-80, amended by P.A.s 101-531 and 102-552. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/10-21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence for the criminal offense:

    a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

    b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 et seq., except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

    c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

    d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.

    e. Any offense committed or attempted in any other State or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.

2. Has been convicted of committing or attempting to commit any one or more of the following offenses:

    a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.

    b. Attempting to commit, conspiring to commit, soliciting, or committing any offense defined in Article 9 (Homicide) of the Criminal Code of 1961 or the Criminal Code of 2012.

    c. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:

        i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;

        ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;

        iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and

        iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.

    c. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.

3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Department of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs the task.

Exhibit – Notice of Preliminary Hiring Decision Based on Conviction Record

Use this letter when the District must notify an applicant that it made a preliminary determination that the applicant is disqualified from employment based on a conviction record. 775 ILCS 5/103.1(C).

On District Letterhead

Re: Your Employment Application – Preliminary Decision Notice

Dear [*insert name of applicant*]:

The District has reviewed the results of your complete criminal history records check conducted pursuant to 105 ILCS 5/10-21.9 in connection with your application for the position of [*insert job title*]. A copy of those results is enclosed with this letter.

After review, the District is not considering you further for employment in the District based at least in part on [*insert date and description of disqualifying offense relied upon*].

Use the following paragraph if the disqualification is based on conviction of a prohibited offense included in 105 ILCS 5/21B-80 (see 5:30-AP2, Investigations, at p. 7-8 for a listing of prohibited offenses):

105 ILCS 5/10-21.9 prohibits the District from employing anyone convicted of [*insert disqualifying offense*], and therefore, the District is prohibited by law from offering you employment.

Use the applicable paragraph(s) below if the disqualification is not based on a prohibited offense included in 105 ILCS 5/21B-80:

Given the [*include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts*], the District finds that employing you would involve an unreasonable risk to the property or to the safety or welfare of others.

Given the [*include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts*], the District finds a substantial relationship between your conviction record(s) and the employment position for which you have applied, and that your hiring would provide an opportunity for you to engage in the same or a similar offense.

Pursuant to the Illinois Human Rights Act, you have the right to respond to this Decision, after which time the District will make a final determination. Your response may include, but need not be limited to, evidence challenging the accuracy of the conviction record that the District relied upon to disqualify you [and/or evidence in mitigation, such as rehabilitation efforts]. You have until [*insert date at least seven working days from the date of the letter*] to respond to this letter. Please send your response to: [*insert contact information*]

Sincerely,

[*insert title, such as Superintendent or Director of Human Resources*]

Enclosure: results of complete criminal history records check

Exhibit – Notice of Final Hiring Decision Based on Conviction Record

Use this letter when the District must notify an applicant that it made a final determination that the applicant is disqualified based on a conviction record. 775 ILCS 5/103.1(C).

On District Letterhead

Re: Your Employment Application – Final Decision Notice

Dear [*insert name of applicant*]:

I am writing to inform you that the District has made the final decision not to consider you further for employment. This decision is based in whole or in part on the information in your conviction record that was enclosed with the preliminary decision letter that I sent to you on [*insert date*], as well as any information submitted by you in response to my letter.

Use the following paragraph if the disqualification is based on conviction of a prohibited offense included in 105 ILCS 5/21B-80 (see 5:30-AP2, Investigation at p. 7-8 for a listing of prohibited offenses):

105 ILCS 5/10-21.9 prohibits the District from employing anyone convicted of [*insert disqualifying offense*], and therefore, the District is prohibited by law from offering you employment.

Use the applicable paragraph(s) below if the disqualification is not based on a prohibited offense included in 105 ILCS 5/21B-80:

Given the [*include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts*], the District has determined that employing you would involve an unreasonable risk to the property or to the safety or welfare of others.

Given the [*include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts*], the District has determined that there is a substantial relationship between your conviction record and the employment position for which you have applied, and that your hiring would provide an opportunity for you to engage in the same or a similar offense.

[*Insert the existing procedure, if any, that the District will use for the applicant to challenge the decision or request reconsideration*]

Finally, please note that you have the right to file a charge with the Illinois Department of Human Rights.

Sincerely,

[*insert title, such as Superintendent or Director of Human Resources*]

Administrative Procedure / Professional Personnel - Substitute Teachers

Minimum Qualifications of the Substitute Teacher

Substitute teachers are required to have one of the following that is valid in Illinois:

1. Professional educator license or professional educator license with stipulations that required a bachelor's degree for issuance

2. Substitute teaching license

Exceptions in 105 ILCS 5/21B-20(2)(E) and (F) allow individuals who do not hold a bachelor's degree to substitute teach in career and technical education classrooms if they hold an educator license with stipulations and such license holds: a career and technical educator endorsement; or a provisional career and technical educator endorsement.

Additionally, any individual who serves as a substitute teacher for driver's education must be endorsed for driver's education pursuant to 23 Ill. Admin. Code §25.100(h), amended at 42 Ill. Reg. 8884.

Minimum Qualifications of the Short-Term Substitute Teacher

Short-term substitute teachers must:

1. Hold a valid Short-Term Substitute Teaching License; and

2. Have completed the District's short-term substitute teacher training program.

The District's short-term substitute teacher training program provides short-term substitutes with information on curriculum, classroom management techniques, school safety, and District and building operations. This training program is also available to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License.

Personnel File Requirement

Substitute teachers shall have each of the following documents on file with the District Office:

1. Completed application for employment and transcript of college credits

2. Evidence of license registration

3. Evidence of physical fitness to perform assigned duties and freedom from communicable disease

4. State and federal tax forms

5. If applicable, Immigration and Naturalization Service Form I-9

6. Signed *Acknowledgement of Mandated Reporter Status* form provided by DCFS and, if applicable, evidence that the individual completed mandated reporter training within three

months of initial employment and at least every three years after that date (required by the Abused and Neglected Child Reporting Act, 325 ILCS 5/4)

Contact ISBE or the ROE with questions. More information is on the ISBE website, Substitute Teacher License at: www.isbe.net/Pages/Educator-Licensure-Requirements.aspx.

District Responsibilities

1. The Superintendent or designee maintains a list of substitute teachers in the District Office or with the online absence management system.

2. The Superintendent or designee verifies:

   a. Criminal background check results

   b. Appropriate license and registration

   c. References and employment verification

Additional Requirements and Procedures

1. Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*

2. Administrative procedure 4.175-AP1, *Criminal Offender Notification Laws; Screening*

3. Board policy 5.10, *Equal Employment Opportunity*

4. Board policy 5.30, *Hiring Process and Criteria*

5. Administrative procedure 5.30-AP2, *Investigations*

6. Board policy 5.150, *Personnel Records*

Standard Duties of the Substitute Teacher

1. Keep and leave a status report of lesson plans completed and leave a report of the group's accomplishments.

2. Manage all recording of assignments and grading during the time worked as outlined in the duties for substitute teachers.

3. Prepare plans for the following day's work.

4. Follow the regular teacher's lesson plans and assume any school duties that are the regular teacher's responsibility.

5. Leave classroom and its equipment in order.

6. Leave a note reporting any unusual experience with a student during the day.

7. Hold as confidential any information concerning staff, parents, or students.

8. Be consistent in dealing with others; emphasize the positive, yet be firm and sympathetic.

9. When notified in time, arrive at least 20 minutes before the school period starts, and remain on duty at least 20 minutes after dismissal time.

10. Check with the office when reporting for substitute duty, and check with the office before leaving to see if you will be needed the next day.

11. If temporarily or permanently withdrawing from substitute work, inform the District Office or online substitute finder.

12. Report any issues you encounter to the Building principal.

Compensation

1. The rate of pay for substitute teachers is established from time-to-time by the Board.

2. Substitute teachers are employed and paid for only days actually worked. Substitutes are not paid for holidays, vacation days, institute days, or days of illness.

Assignment Procedures

Substitute teachers will be called as needed by the online absence management system. Only individuals who are on the substitute teacher list, as compiled by the Superintendent or designee, may be called for substitute work. Substitute teachers are given as much notice as possible; however, in emergency situations substitute teachers will be called the morning they are needed.

Building Level Responsibilities

The person arranging for a substitute teacher's service shall provide each substitute with the information relevant to the service, for example.

1. District map with locations of District schools indicated

2. District and school building emergency procedures, location of emergency equipment, etc.

3. School directory

4. School calendar and handbook

5. District student behavior policy and procedures.

LEGAL REF.: 105 ILCS 5/10-20.67, 5/21B-20(2), 5/21B-20(3), 5/21B-20(4), and 5/24-5(b-5).
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teacher License).

Exhibit - Form for Exemption from Financial Aid Application Completion

This form is to be used to document a parent/guardian or student's exemption from the State law requirement to file, as a prerequisite to receiving a high school diploma:

- *A Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/,*
- *An application for State financial aid at http://www.isac.org/students/before-college/financial-aid-planning/retention-of-illinois-rise-act/, or*
- *An Ill. State Board of Education (ISBE) FAFSA Nonparticipation Form at* www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf. *105 ILCS 5/22-87(b) (added by P.A. 101-180).*

Return a copy of the completed form to the parent/guardian or student, and keep a copy in the student's file.

Completed by Student's parent/guardian or Student, if 18 years or older or legally emancipated.

Student's Name: _____

Address: _____

School: _____

Grade: _____

I am unable to file a FAFSA, an application for State financial aid, or an ISBE FAFSA Nonparticipation Form because of the following:

_____

_____

_____

_____

_____

Completed by the High School Principal.

Extenuating circumstances exist and the Student is exempt from the requirement to file a FAFSA, an application for State financial aid, or an ISBE FAFSA Nonparticipation Form:

☐ Yes ☐ No, exemption denied

(Complete next portion only if the answer is Yes above)

I attest that the District has made the following good faith efforts to assist the Student's parent/guardian or Student in filing an application or a waiver from this requirement:

_____

_____

_____

_____

_____

The student has met all other graduation requirements to receive a diploma.

☐ Yes, exemption approved ☐ No, exemption denied

High School Principal Signature Date

CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)

CHIDDIX JR HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 37	

Total Previously Approved	
Approved to raise with this Amendment	$34,200.00
Total Approved to Date	$34,200.00
Existing District Funds Approved	$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	☐	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	☐	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	☐	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of $34,200.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

1.	☑	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	☐	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - $0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

COMMENTS:

ADJUSTED ITEMS:

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON

(35-22) (7/07) Prescribed for ISBE for ISBE Use

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The CHIDDIX JR HIGH SCHOOL school, located at 300 S Walnut St Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 7/7/2022.

- [x] All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.
- [ ] All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 34,200.00.

Name of Architect/Engineer Randall Middleton	*Name of Firm* MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	*Fax Number* (309) 454-8049.
License Number 001-007938	*Expiration Date* 11/30/2022
Email Address rand@middletonassociates.net	
[Seal and Signature]	

PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

f. All work authorized by the District will be executed in conformity with all applicable codes.

g. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**CHIDDIX JR HIGH SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	Mechanical Room 17	a.	23 IL Adm Code 185.395d)	The main Fire Alarm panel has failed. Repair has been determined to be impossible. Production of this alarm panel was discontinued many years ago - parts are not availble.	Install new panel.

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**CHIDDIX JR HIGH SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	a.	Remove existing inoperative panel. Most remote devices have been approved over the last few years. Install new addressable, cross connected to fire detectors and sprinklers, and automatic call to Fiere Dept. Check out complete fire alarm system after installation of new panel	unit	1	2	$28,500.00			8/15/2022	F

Original Subtotal	$28,500.00	Adjusted Subtotal	$28,500.00	
Original 10.00% Contingency	$2,850.00	Adjusted 10.00% Contingency	$2,850.00	
Original 10.00% A/E Fees	$2,850.00	Adjusted 10.00% A/E Fees	$2,850.00	
Original Grand Total	$34,200.00	Adjusted Grand Total	$34,200.00	

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)

PRAIRIELAND ELEMENTARY SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 14	

Total Previously Approved	
Approved to raise with this Amendment	$38,400.00
Total Approved to Date	$38,400.00
Existing District Funds Approved	$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	☐	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	☐	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	☐	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of $38,400.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

1.	☑	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	☐	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - $0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

COMMENTS:

ADJUSTED ITEMS:

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON

(35-22) (7/07) Prescribed for ISBE for ISBE Use

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The PRAIRIELAND ELEMENTARY SCHOOL school, located at 1300 E Raab Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 7/7/2022.

- [x] All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.
- [ ] All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 38,400.00.

Name of Architect/Engineer Randall Middleton	*Name of Firm* MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	*Fax Number* (309) 454-8049.
License Number 001-007938	*Expiration Date* 11/30/2022
Email Address rand@middletonassociates.net	
[Seal and Signature]	

PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

f. All work authorized by the District will be executed in conformity with all applicable codes.

g. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**PRAIRIELAND ELEMENTARY SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	Mechanical Room 23	a.	BOCA 3401.2	Sub panel to main which controls chiller, compressor, condenser, and possibly undetermined AHU's has internal failure and cannot be repaired. Indoor air quality is compromised.	Replace sub panel.

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**PRAIRIELAND ELEMENTARY SCHOOL**

	4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
	1	f	a.	Remove existing switch gear panel. Replace with new panel of 1200kw 460V. Provide start up of all equipment affected by panal failure.	unit	1	2	$32,000.00			7/22/2022	F

	Original Subtotal	$32,000.00	Adjusted Subtotal	$32,000.00	
	Original 10.00% Contingency	$3,200.00	Adjusted 10.00% Contingency	$3,200.00	
	Original 10.00% A/E Fees	$3,200.00	Adjusted 10.00% A/E Fees	$3,200.00	
	Original Grand Total	$38,400.00	Adjusted Grand Total	$38,400.00	

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

McLean County Unit 5
Bread Products
2021-2022

Bread Products	Alpha Baking*	HPS Contract Alpha Baking
4” Hamburger Buns (minimum wt. 2.0 oz. ea.), Whole Grain - per do	$ 1.99	$ 2.39
6” Hot Dog Buns, bulk, (minimum wt. 2.0 oz. ea.) Whole Grain - per d	$ 1.99	$ 2.39
4” Sesame Hamburger Buns, (minimum wt. 2.0 oz. ea.) - per dozen	$ 2.30	$ 2.19
4” Hoagie Bun, Whole Grain Rich (minimum wt. 2.0 oz. ea.)	$2.58 / 6 ct	$2.59 / 6 ct
Whole Grain Rich White Bread, 24 slices/loaf (1.0 oz. slice)	$ 2.10	$ 2.01
Whole Grain Rich Wheat Bread, 14 slices/loaf, (1.0 oz. slice)	$ 2.18	$ 4.02
Sandwich Whole Grain Rich Wheat Bread, 28 slices/loaf, (1.0 oz. slice	$2.63 / 28 sl	$2.24 / 28 sl
Sandwich Rye Bread (specify wt)	$3.42 / 34 sl	$4.36 / 34 sl
12 ct. Dinner Rolls, whole grain rich (specify wt – 1 or 2 oz) - per doze	$2.89 / 24 ct	$3.24 / 24 ct
Onion Bun	$3.11 / 8 ct	n/a
5” Steak Roll, hinged (split top)	$6.95 / 24 ct	$5.46 / 24 ct
Other Whole Grain Bread items available:		
Delivery specification: am delivery on school days.	7 am -9:30 am daily deliveries	

***Recommended Bidder**

This contract is effective for a one-year period commencing **July 1, 2022 through June 30, 2023**, with options to renew (without Rebid) on an annual basis for the **2023-2024 and 2024-2025** school years. Renegotiation of the firm price charged to the District in subsequent (rollover) years of the agreement must not exceed the Consumer Price Index for all Urban Consumers. Before price increases can be implemented, the vendor shall document through cost analysis the need for such increase.

McLean County
Unit District No. 5
Educating each student to achieve personal excellence.

Finance Department

Office of the Superintendent
1809 Hovey Ave
Normal, IL 61761
309.557.4000

INVITATION TO BID

2022-2025 Custodial Dust Mop ITB

Thursday, June 07, 2022

Community Unit School District No. 5, McLean and Woodford Counties, Illinois (hereafter referred to as "Unit 5") is requesting bids from responsible vendors to fill Unit 5's needs as described in this solicitation. Please read the entire solicitation package and submit your bid(s) in accordance with the specifications herein. If you are interested and able to meet the specifications set forth in this solicitation, Unit 5 appreciates and welcomes your bid(s).

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BIDDER'S CERTIFICATION	11
BID FORM	12

GENERAL INSTRUCTIONS & CONDITIONS

1. **DEFINITIONS.** The terms "we", "our", "us" and "district" refer to Unit 5. "You", "your", "bidder", "vendor" and "contractor" refer to the person and/or entity submitting the proposal(s). "Proposal" is the term used to mean the Request for Proposal and may sometimes be called a "bid", or "offer". These definitions apply to all sections and forms throughout this solicitation.

2. **GENERAL.**

   2.1. Unsigned or late bids will not be considered. Please see the ADDITIONAL CONDITIONS for the due date and time.

   2.2. All bids shall be made on the forms contained in this solicitation unless noted otherwise in the ADDITIONAL CONDITIONS.

   2.3. Unit 5 must actually receive proposals as specified in the ADDITIONAL CONDITIONS. It shall not be sufficient to show that you commenced delivery of the response before the scheduled closing time for receipt of offers. All times are Unit 5 and State of Illinois local times.

3. **FORM AND CONTENT OF OFFERS.**

   3.1. An original and the designated number of copies of each offer are required. Failure to submit the required number of copies may prevent your proposal from being evaluated within the allotted time. Offers must be submitted in ink, typed or printed form. Please see the ADDITIONAL CONDITIONS for the required number of copies.

   3.2. Your proposal, and any changes, must be signed in ink in all required places by an authorized representative.

   3.3. Your proposal must provide all information requested and must address all points. Any exceptions must be clearly set forth in the appropriate section.

   3.4. Please see the ADDITIONAL CONDITIONS for more details.

4. **REQUEST TO MODIFY OR WITHDRAW OFFER.** You may make a written request to modify or withdraw the offer at any time prior to opening. No oral modifications will be allowed. Such requests must be submitted in the same manner as the original offer and plainly marked MODIFICATION TO (or WITHDRAWAL OF) OFFER. Requests received by Unit 5 prior to the scheduled opening time will be accepted. We will correct the offer after opening.

5. **INQUIRIES.** All inquiries must be made to Unit 5 PROJECT CONTACT. Questions received less than seven (7) calendar days prior to the date for opening may be answered at the discretion of Unit 5. We will provide written answers to questions of a general nature or which would affect the solicitation. Only written answers to questions shall be binding on Unit 5.

6. **RESPONSIBILTY TO READ AND UNDERSTAND.**

   6.1. By responding to this solicitation you will be held to have read and thoroughly examined this solicitation. Failure to read and thoroughly examine the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation.

   6.2. All proposals shall be submitted with each space properly completed. The special attention of vendors is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and vendors will be held strictly to the proposals as submitted.

7. **SUSPECTED ERRORS.** If you suspect an error, omission or discrepancy in this solicitation, you must immediately notify the PROJECT CONTACT. We will issue written instructions, if appropriate.

8. **BID OPENING.** Unit 5 will open all offers properly and timely submitted and will record the names and other information specified by law and rule of those submitting offers.

9. **OFFER FIRM TIME.** Your offer shall remain firm and unaltered after opening for the number of days shown or until we sign a contract with another vendor, whichever is earlier. We may accept your offer at any time during the offer firm time, subject to successful contract negotiations. Please see OFFER FIRM TIME in the ADDITIONAL CONDITIONS for the offer firm time.

10. **SECURITY.** Unless noted otherwise in the ADDITIONAL CONDITIONS, you must provide Offer security with the offer and performance security within 10 days of our accepting your offer unless a different time is specified herein. Security shall be in the form of a bond or other form acceptable to Unit 5. Please see OFFER SECURITY in the ADDITIONAL CONDITIONS for more details.

11. **VENDOR PRESENTATIONS.** We reserve the right to require you to provide a formal presentation of the offer at a date and time to be determined. No vendor will be entitled to be present during, or otherwise receive any information regarding, any presentation of any other vendor.

12. **INSPECTION OF FACILITIES.** We reserve the right to inspect and investigate your facilities, equipment and personnel and those of any identified subcontractors.

13. **EVALUATION AND AWARD.** If we select your offer for award, we will send you written notice. Notice of award letters sent or posted during the Offer Firm Time, or during any extension thereof, will extend the Offer Firm Time until such time as we sign a contract or we determine negotiations have failed with you. Receipt or posting of a notice of award is not equivalent to a contract with Unit 5.

14. **BEST AND FINAL.** We may request a best and final offer if deemed necessary, and will determine the scope and subject of any best and final request. However, you should not expect that we will ask for best and finals to give you an opportunity to strengthen your proposal. Therefore, you must submit your best offer based on the terms and conditions set forth in this solicitation.

15. **CONTRACT NEGOTIATIONS.** You should be prepared for us to accept your offer as submitted. However, if you are chosen for award you may be required to enter into contract negotiations if we believe it is necessary or desirable. If agreement cannot be reached to Unit 5's satisfaction, we may reject your offer or revoke the award and may begin negotiations with another vendor. Note that any proposed changes and the final contract must be approved or signed by the appropriately authorized Unit 5 official(s). The Unit 5 PROJECT CONTACT may not be so authorized.

16. **COMMENCEMENT OF WORK.** If you begin any billable work prior to Unit 5's final approval and execution of the contract, you do so at your risk.

17. **VENDOR CONTACT.** We will consider the person who signed your offer to be your contact person for all matters pertaining to the offer unless you designate some other person in writing.

18. **INVESTIGATION OF VENDOR.**

    18.1. The PROJECT CONTACT may make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested.

    18.2. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract.

19. **HOLD HARMLESS AND INDEMNIFICATION.** The vendor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents from and against all claims actions, suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature, including reasonable legal fees incurred by owner rising out of:

— Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the vendor under this contract or by reason of anything to be supplied by the vendor pursuant to this contract.

— Bodily injury, including death, to any person or persons (including vendor's officers, employees, agents and servants) or damages to or destruction to any property, including the loss of use thereof.

— Caused in whole or in part by an act, error, or omission by the vendor or any subcontractor or anyone directly or indirectly employer by any of them regardless of whether or not it is caused in part by a party to be indemnified thereunder.

— Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

— Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

20. INSURANCE

20.1. Vendor has, for itself and any subcontractor it engages, procured and will maintain with an established insurance carrier (with at least an "A" rating) at Vendor's expense, during the Term of this Agreement, insurance limits equal to or greater than those currently carried by Unit 5. Please see INSURANCE in the ADDITIONAL CONDITIONS for coverage and limits. Any limits less than those currently carried by Unit 5 must be approved in advance.

20.2. General Liability Insurance required in the ADDITIONAL CONDITIONS shall include coverage for personal and advertising injury, completed operations, contractual liability under this agreement with respect to sudden and accidental occurrences and for violations or alleged violations of any structural work laws imposing liability.

20.3. Vendor shall cause Unit 5 to be named as an additional insured for any claim, action or proceeding against Unit 5 and arising out of the performance of this contract. Such additional insured coverage shall not be less than the amounts set forth herein for any type of coverage, shall be primary and applicable prior to any other insurance or self-insurance available to Unit 5, and shall be without limitation or differentiation of coverage between the named insured and Unit 5.

20.4. The vendor shall furnish Unit 5 with a certificate of insurance naming Unit 5 as an additional insured. Vendor agrees to furnish insurance certificates, showing Vendor's compliance with the above requirements to Unit 5 at least annually, within 30 days after Unit 5 makes a request therefor and Vendor commences any Services

20.5. Each contract of insurance, and certificate of insurance, shall provide that said insurance shall not be canceled or materially altered until at least thirty (30) days after Unit 5 receives written notice.

21. SAFETY AND HEALTH. All work under the contract shall comply with all applicable state and federal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply. The Vendor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

22. PUBLIC INFORMATION. All information submitted by the successful vendor is subject to the Illinois Freedom of Information Act (5 ILCS 140), applicable provisions of the Illinois Procurement Code (30 ILCS 500) and implementing rules. All or part of the winning submission may be considered open to public inspection. The price we must pay is considered public. Any claim that other information submitted is exempt from disclosure must be made as part of the submission, must identify each paragraph containing that information, must reference specific statutory reasons for exemption, such as found in section 7 of the FOIA, and must tell why the information meets the requirements for exemption. We will determine whether the exemptions apply. Only the record of the losing vendors' submissions shall be considered public.

23. RESERVATIONS. We reserve the right to reject all offers; to reject individual offers for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects. We may seek clarification of the offer from you at any time, and failure to respond is cause for rejection. Clarification is not an opportunity to change the offer. Submission of an offer confers on you no right to an award or to a subsequent contract. This process is for Unit 5's benefit only and is to provide Unit 5 with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms and conditions shall be made solely at our discretion and made to favor Unit 5.

24. LOWEST RESPONSIBLE BIDDER. Unit 5 reserves the right to accept the offer from the lowest responsible bidder as determined by the District. Evaluation of the lowest responsible bidder will take into account cost, quality of product, performance, support, delivery schedule, previous performance, business location, and other relevant factors. The contract will be awarded to the bidder whose offer generates the maximum value to Unit 5 as determined by the District.

25. COST OF PREPARATION. We are not responsible for and will not pay any costs associated with the preparation and submission of your offer, regardless of whether we select you for award.

26. NON-DISCRIMINATION POLICY. In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, Unit 5 does not unlawfully discriminate in employment, contracts, or any other activity. If you need any special accommodations under the Americans with Disabilities Act (ADA) you must promptly notify the PROJECT CONTACT.

27. OUT OF STATE COMPANIES. Out of State companies must contact the Illinois Secretary of State (217/782-1834) regarding a certificate of authority to do business in Illinois (805 ILCS 5/13).

28. CERTIFICATIONS.

28.1. DRUG-FREE WORKPLACE. Applicable only to companies with 25 or more employees. The Vendor shall hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

The Board of Education states that it is in compliance with said law.

28.2. BID-RIGGING. The Bidder hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

28.3. PREVAILING WAGES. It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work, and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor (copy attached). Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

28.4. BACKGROUND CHECKS. All contractors or individual vendor representative(s) who have contact with students or perform work in student areas when students are likely to be present need to have a sex offender background check performed before they may work in any District building. By submitting a bid, the vendor agrees that its employees may be checked by the District prior to working on District property.

28.5. SEXUAL HARASSMENT CLAUSE. Each Bidder must certify that it has complied with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1,

1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

28.6. NON-DISCRIMINATION CLAUSE. The Contractor will not discriminate against any employee or applicant for employment because of age, race creed, color, sex, national origin, or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of the non-discrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex, or national origin.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts or federally-assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies revoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor shall include the provisions of Paragraph 30.1 through 30.4 in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the best interest of the United States.

The Bidder is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the Contract throughout, and will be deemed to be included in the Contract the same as though herein written in full; provided that municipal ordinances, policies, practices, and other municipal regulations that create a conflict with the bidding requirements of the Illinois School Code are not applicable.

28.7. NON-COLLUSION AFFIDAVIT. The undersigned Bidder or Agent, being duly sworn, on oath, says that he has not, or has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the bid price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without agreement, understanding, or combination with any other person in reference to such bidding.

He further says that no persons, firms, or corporation has, have, or will receive directly, any rebate, fee, gift, commission, or thing of value on account of such sale.

NOTE: The Board of Education states that it is in compliance with all applicable laws.

END OF GENERAL INSTRUCTIONS & CONDITIONS

ADDITIONAL CONDITIONS

PROJECTTITLE	2022-2025 Custodial Dust Mop ITB
PROJECT CONTACT	Craig Montgomery Telephone: 309.275.5519 Fax: 309.557.4102 Email: montgomeryc@unit5.org
DUE DATE/BID OPENING	Date: Thursday, June 14, 2022 Time: 1:00pm Location: Warehouse Operations 1999 Eagle Road Normal, IL 61761
FORM AND CONTENT OF BIDS	Please complete the BID FORM for your bid. If you wish to submit multiple bids, please submit one BID FORM for each bid. You are welcome to include additional documentation along with the BID FORM. In addition, each bidder MUST complete the following documents: 1. Completed BIDDER'S CERTIFICATION 2. Completed IRS W-9 form.
REQUIRED BID COPIES	The original plus one additional copy.
ACCEPTABLE METHODS OF DELIVERY	Bids may be received by Unit 5 by these delivery methods: Postal Service Bids delivered by this method must be submitted in a sealed container with the project title clearly marked on the outermost container. Your return address is required on the outermost container. Bids must be *received* by the due date. Bids postmarked by, but not received by the due date will not be considered. Hand Delivery Bids delivered by this method must be submitted in a sealed container with the project title clearly marked on the outermost container. Your return address is required on the outermost container. *** All other delivery methods will not be accepted ***
SUBMIT BIDS TO	McLean County Unit District No. 5 ATTN: Craig Montgomery 1999 Eagle Road, Normal, IL 61761

OFFER FIRM TIME	90 days from opening
OFFER SECURITY	Not applicable
INSURANCE	Coverage — Limits Not applicable
[additional condition]	[insert additional language here]

END OF ADDITIONAL CONDITIONS

SCOPE OF SERVICES/REQUIREMENTS

The Board of Education will approved the bid recommendation on Wednesday, July 20, 2022, all dust mops, frames and poles must be in placed at each school and site by Monday, August 8, 2022.

If the current bid holder does not win the bid then that company will need remove their mops, frames and poles by Monday, August 1, 2022

Each bid submitted should accompany a weekly, bi-weekly or monthly delivery schedule.

Each bid submitted should include contact information for regional manager, area manager and route drivers for each site.

Any adjustments to the delivery schedule should be communicated directly to Craig Montgomery, Director of Custodial Operations prior to those adjustments going into affect.

The awarded company will receive the following documents:

- 2022 - 2023 School Year Calendar
- Directory of Facilities
- Names and contact information for each day custodian at all school sites.

Please fill out the attached bid document Dust Mop Allocation

END OF SCOPE OF SERVICES/REQUIREMENTS

BIDDER'S CERTIFICATION

Business Classification*

Please check any of the business classifications* below that applies to your firm. If none of these classifications apply, please check "none of these."

- Certified Minority owned business.
- Certified Female owned business.
- Certified Veteran owned business.
- Certified Persons with Disabilities owned business.
- Certified Small Business under the U.S. Small Business Administration (SBA) standards.
- None of these.

*In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

I, the undersigned Agent, have examined the GENERAL INSTRUCTIONS & CONDITIONS, ADDITIONAL CONDITIONS and SCOPE OF SERVICES/REQUIREMENTS and understand the requirements set forth herein. I further certify that I accept and will comply with Section 28 of the GENERAL INSTRUCTIONS & CONDITIONS. I acknowledge that the District reserves the right to reject any and all proposals, to award a Contract in accordance with the terms of this solicitation and to waive any informalities, irregularities or defects in any proposal, should it be in the best interests of the School District to do so.

Under penalties of perjury, I certify that the business classification(s) selected on this form are complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes.

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this proposal, to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein.

_____
Agent

FOR:_____
Firm or Corporation

Subscribed and sworn to before me this _____day of_____, 20____

My commission expires: _____

_____
Notary Public

BID FORM

Custodian Dust Mop Project

VENDOR NAME	
ADDRESS	CITY/STATE/ZIP CODE
PHONE	EMAIL

TOTAL BID FOR ITEM(S): 3 year spend_____

DELIVERY OR COMPLETION: weeks (3 year program)

The undersigned has checked carefully the above figure and understands that he shall be responsible for any error or omissions in specifications.

It is understood and agreed that Unit 5 reserves the right to accept or reject any or all bids and to waive any informality in any bid received.

The undersigned further declares that this bid is made without any connection with a person making another bid for the same contract, that the bid is in all respects fair and without collusion of fraud, that no member of the Board of Education of Unit 5 or other officer of Unit 5, is directly or indirectly interested in the bid , or in any portion of the profits thereof:

PRINTED NAME OF VENDOR REPRESENTATIVE	
TITLE	
DATE	

SIGNATURE OF VENDOR REPRESENTATIVE	

BID FORM
Dust Mop Supplies Bid Results
McLean County Unit District 5

1809 W. Hovey Ave., Normal, IL 61761

2022-2025 School Years

Dust Mop Supplies Bid

1. List unit price as well as total price.
2. Prices are to be FOB to 1999 Eagle Rd., Normal, IL.
3. Material composition of dust mop should be heavy duty cotton blend.
4. Deliveries to be made according to approved delivery schedule.
5. For additional information, contact Tommy Hoerr 309.557.4080 or Craig Montgomery 309.557.4102.

Company Name	Year 1	Year 2	Year 3	Total
Aramark	$24,409.60	$24,897.78	$25,395.74	$74,703.12
Cintas	$27,390.96	$28,212.36	$29,058.72	$84,662.04
UniFirst	$14,433.60	$14,433.60	$14,866.64	$43,733.84

BID FORM

Custodian Dust Mop Project

VENDOR NAME Aramark	
ADDRESS 309 E Lafayette St	CITY/STATE/ZIP CODE Bloomington, IL 61701
PHONE 815 582 6434	EMAIL ferrero-rich@aramark.com

TOTAL BID FOR ITEM(S): $__74,703.12_3 year spend_____

DELIVERY OR COMPLETION:_156 weeks (3 year program)

The undersigned has checked carefully the above figure and understands that he shall be responsible for any error or omissions in specifications.

It is understood and agreed that Unit 5 reserves the right to accept or reject any or all bids and to waive any informality in any bid received.

The undersigned further declares that this bid is made without any connection with a person making another bid for the same contract, that the bid is in all respects fair and without collusion of fraud, that no member of the Board of Education of Unit 5 or other officer of Unit 5, is directly or indirectly interested in the bid , or in any portion of the profits thereof:

PRINTED NAME OF VENDOR REPRESENTATIVE	Rich Ferrero
TITLE	Account Executive
DATE	7-14-2022
SIGNATURE OF VENDOR REPRESENTATIVE	Rich Ferrero

ARAMARK

McLean County Unit District No. 5, 1809 W. Hovey Ave., Normal, IL 61761-4339
DUST MOP INVENTORY, July 1, 2022 through June 30, 2025

Elementary Schools	Service	22" or 24" Mop	36" Mop	60" or 72" Mop	# of Poles	# of 22" or 24" Frames	# of 36" Frames	# of 60" or 72" Frames		Cost
Benjamin	Bi-Weekly	10	8	2	9	4	4	1		25
Brigham	Bi-Weekly	4	10	2	7	2	3	2		21.5
Carlock	Bi-Weekly	4	4	4	5	3	1	1		17
Cedar Ridge	Bi-Weekly	10	11	3	9	4	3	3		30.25
Fairview	Bi-Weekly	0	4	0	2	0	2	0		7
Fox Creek	Bi-Weekly	21	7	3	8	4	3	2		36.25
Glenn	Bi-Weekly	0	6	2	4	0	3	1		12.5
Grove	Bi-Weekly	20	8	2	8	4	2	2		35
Hoose	Bi-Weekly	6	6	8	8	3	3	2		27.5
Hudson	Bi-Weekly	2	2	0	4	2	2	0		6.5
Northpoint	Bi-Weekly	8	8	2	10	4	4	2		23
Oakdale	Bi-Weekly	6	12	7	10	4	5	1		33.5
Parkside	Bi-Weekly	16	14	3	5	2	2	1		40
Pepper Ridge	Bi-Weekly	15	6	8	10	4	3	3		36.5
Prairieland	Bi-Weekly	20	5	2	5	3	1	1		31.25
Sugar Creek	Bi-Weekly	4	7	2	4	1	3	1		17.75
Towanda	Bi-Weekly	8	6	0	4	2	2	0		17.5
Jr. High Schools		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**		**Cost**
Chiddix Jr. High	Weekly	5	20	4	12	4	7	1		28.75
Kingsley Jr. High	Weekly	30	7	8	16	10	2	4		38.45
Parkside Jr. High	Weekly	24	0	6	9	5	0	4		26
George L. Evans Jr. High	Weekly	26	0	6	12	6	0	6		27.5
HIGH SCHOOLS		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**		**Cost**
Normal Community H.S.	Weekly	25	24	15	22	12	10	10		56.15
Normal Community West H.S.	Weekly	45	24	18	38	14	12	12		74.15
Additional Locations		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**		**Cost**
Eagle Road Resource Center 2022 Eagle Rd., Normal	Monthly	3	1	0	2	1	1	0		8.2
Unit 5 Warehouse 1999 Eagle Rd., Normal	Monthly	4	8	0	2	1	1	0		21.6
Special Services (Formerly Field) 412 E. Cypress St., Normal	Monthly	6	0	0	3	3	0	0		11

Total Monthly Cost: $ 1880.8

	Year 1	Year 2	Year 3
Annual Cost July 2022 - June 2025	$ 24,409.60	$ 24897.78	$ 25395.74

BIDDER'S CERTIFICATION

Business Classification*

Please check any of the business classifications* below that applies to your firm. If none of these classifications apply, please check "none of these."

- ☐ Certified Minority owned business.
- ☐ Certified Female owned business.
- ☐ Certified Veteran owned business.
- ☐ Certified Persons with Disabilities owned business.
- ☐ Certified Small Business under the U.S. Small Business Administration (SBA) standards.
- ☑ ~~None of these.~~

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

I, the undersigned Agent, have examined the GENERAL INSTRUCTIONS & CONDITIONS, ADDITIONAL CONDITIONS and SCOPE OF SERVICES/REQUIREMENTS and understand the requirements set forth herein. I further certify that I accept and will comply with Section 28 of the GENERAL INSTRUCTIONS & CONDITIONS. I acknowledge that the District reserves the right to reject any and all proposals, to award a Contract in accordance with the terms of this solicitation and to waive any informalities, irregularities or defects in any proposal, should it be in the best interests of the School District to do so.

Under penalties of perjury, I certify that the business classification(s) selected on this form are complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes.

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this proposal, to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein.

Agent

FOR: ARAMARK
Firm or Corporation

Subscribed and sworn to before me this 14 day of July, 2022

My commission expires: 01/24/2026

"OFFICIAL SEAL"
JAN L SWICHTENBERG
Notary Public - State of Illinois
My Commission Expires January 24, 2026

Notary Public

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
ARAMARK Uniform & Career Apparel Group, Inc

Business name/disregarded entity name, if different from above
ARAMARK Uniform & Career Apparel, LLC

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
115 North First Street

Requester's name and address (optional)

City, state, and ZIP code
Burbank, CA 91502

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
			–			–				

Employer identification number
2	3	–	2	8	1	6	3	6	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

BID FORM

Custodian Dust Mop Project

VENDOR NAME Cintas, Inc	
ADDRESS 2015 Eagle Road	CITY/STATE/ZIP CODE Normal, IL 61761
PHONE 309-454-6737	EMAIL stufflebeamk@cintas.com

TOTAL BID FOR ITEM(S): $_____84662.04___3 year spend_____

DELIVERY OR COMPLETION: _____156 weeks (3 year program)

The undersigned has checked carefully the above figure and understands that he shall be responsible for any error or omissions in specifications.

It is understood and agreed that Unit 5 reserves the right to accept or reject any or all bids and to waive any informality in any bid received.

The undersigned further declares that this bid is made without any connection with a person making another bid for the same contract, that the bid is in all respects fair and without collusion of fraud, that no member of the Board of Education of Unit 5 or other officer of Unit 5, is directly or indirectly interested in the bid , or in any portion of the profits thereof:

PRINTED NAME OF VENDOR REPRESENTATIVE	Kenn Stufflebeam
TITLE	Key Account Manager
DATE	7-13-2022
SIGNATURE OF VENDOR REPRESENTATIVE	

CINTAS

McLean County Unit District No. 5, 1809 W. Hovey Ave., Normal, IL 61761-4339
DUST MOP INVENTORY, July 1, 2022 through June 30, 2025

Elementary Schools	Service	22" or 24" Mop	36" Mop	60" or 72" Mop	# of Poles	# of 22" or 24" Frames	# of 36" Frames	# of 60" or 72" Frames	Cost
Benjamin	Bi-Weekly	10	8	2	9	4	4	1	31.88
Brigham	Bi-Weekly	4	10	2	7	2	3	2	27.66
Carlock	Bi-Weekly	4	4	4	5	3	1	1	22
Cedar Ridge	Bi-Weekly	10	11	3	9	4	3	3	39.61
Fairview	Bi-Weekly	0	4	0	2	0	2	0	16.84
Fox Creek	Bi-Weekly	21	7	3	8	4	3	2	46.76
Glenn	Bi-Weekly	0	6	2	4	0	3	1	15.46
Grove	Bi-Weekly	20	8	2	8	4	2	2	44.78
Hoose	Bi-Weekly	6	6	8	8	3	3	2	33
Hudson	Bi-Weekly	2	2	0	4	2	2	0	6.1
Northpoint	Bi-Weekly	8	8	2	10	4	4	2	29.3
Oakdale	Bi-Weekly	6	12	7	10	4	5	1	46.01
Parkside	Bi-Weekly	16	14	3	5	2	2	1	52.63
Pepper Ridge	Bi-Weekly	15	6	8	10	4	3	3	49.51
Prairieland	Bi-Weekly	20	5	2	5	3	1	1	39.5
Sugar Creek	Bi-Weekly	4	7	2	4	1	3	1	22.38
Towanda	Bi-Weekly	8	6	0	4	2	2	0	20.88
Jr. High Schools		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**	**Cost**
Chiddix Jr. High	Weekly	5	20	4	12	4	7	1	34.22
Kingsley Jr. High	Weekly	30	7	8	16	10	2	4	47.03
Parkside Jr. High	Weekly	24	0	6	9	5	0	4	30.42
George L. Evans Jr. High	Weekly	26	0	6	12	6	0	6	32.14
HIGH SCHOOLS		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**	**Cost**
Normal Community H.S.	Weekly	25	24	15	22	12	10	10	74.03
Normal Community West H.S.	Weekly	45	24	18	38	14	12	12	96.12
Additional Locations		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**	**Cost**
Eagle Road Resource Center 2022 Eagle Rd., Normal	Monthly	3	1	0	2	1	1	0	9.38
Unit 5 Warehouse 1999 Eagle Rd., Normal	Monthly	4	8	0	2	1	1	0	32.04
Special Services (Formerly Field) 412 E. Cypress St., Normal	Monthly	6	0	0	3	3	0	0	12.9

Total Monthly Cost: $ 2282.55

	Year 1	Year 2	Year 3
Annual Cost July 2022 - June 2025	$ 27390.96	$ 28212.36	$ 29058.72

BIDDER'S CERTIFICATION

Business Classification*

Please check any of the business classifications* below that applies to your firm. If none of these classifications apply, please check "none of these."

- ☐ Certified Minority owned business.
- ☐ Certified Female owned business.
- ☐ Certified Veteran owned business.
- ☐ Certified Persons with Disabilities owned business.
- ☐ Certified Small Business under the U.S. Small Business Administration (SBA) standards.
- ☑ None of these.

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

I, the undersigned Agent, have examined the GENERAL INSTRUCTIONS & CONDITIONS, ADDITIONAL CONDITIONS and SCOPE OF SERVICES/REQUIREMENTS and understand the requirements set forth herein. I further certify that I accept and will comply with Section 28 of the GENERAL INSTRUCTIONS & CONDITIONS. I acknowledge that the District reserves the right to reject any and all proposals, to award a Contract in accordance with the terms of this solicitation and to waive any informalities, irregularities or defects in any proposal, should it be in the best interests of the School District to do so.

Under penalties of perjury, I certify that the business classification(s) selected on this form are complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes.

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this proposal, to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein.

K Stoffel
Agent

FOR: Cintas, Inc.
Firm or Corporation

Subscribed and sworn to before me this 13 day of July, 2022

My commission expires: 4·30·25

LISA K NADER
Official Seal
Notary Public - State of Illinois
My Commission Expires Apr 30, 2025

Lisa K Nader
Notary Public

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
CINTAS CORPORTATION NO 2

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
2015 EAGLE RD

Requester's name and address (optional)

6 City, state, and ZIP code
NORMAL IL 61761

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			–			–				

or

Employer identification number
3	1	–	1	7	0	3	8	0	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 01/01/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

BID FORM

Custodian Dust Mop Project

VENDOR NAME	
UniFirst Corporation	
ADDRESS	**CITY/STATE/ZIP CODE**
115 Merle Lane	Normal / IL / 61761
PHONE	**EMAIL**
309-828-0200	Mitchell_davis@unifirst.com

TOTAL BID FOR ITEM(S): $43,733.84 3 year spend_____

DELIVERY OR COMPLETION: 156 weeks (3 year program)

The undersigned has checked carefully the above figure and understands that he shall be responsible for any error or omissions in specifications.

It is understood and agreed that Unit 5 reserves the right to accept or reject any or all bids and to waive any informality in any bid received.

The undersigned further declares that this bid is made without any connection with a person making another bid for the same contract, that the bid is in all respects fair and without collusion of fraud, that no member of the Board of Education of Unit 5 or other officer of Unit 5, is directly or indirectly interested in the bid , or in any portion of the profits thereof:

PRINTED NAME OF VENDOR REPRESENTATIVE	Mitchell Davis
TITLE	Sales Manager
DATE	7-14-22

McLean County Unit District No. 5, 1809 W. Hovey Ave., Normal, IL 61761-4339
DUST MOP INVENTORY, July 1, 2022 through June 30, 2025

CINFIRST

Elementary Schools	Service	22" or 24" Mop	36" Mop	60" or 72" Mop	# of Poles	# of 22" or 24" Frames	# of 36" Frames	# of 60" or 72" Frames	Cost
Benjamin	Bi-Weekly	10	8	2	9	4	4	1	$ 14.58
Brigham	Bi-Weekly	4	10	2	7	2	3	2	$ 12.96
Carlock	Bi-Weekly	4	4	4	5	3	1	1	$ 10.80
Cedar Ridge	Bi-Weekly	10	11	3	9	4	3	3	$ 18.36
Fairview	Bi-Weekly	0	4	0	2	0	2	0	$ 3.24
Fox Creek	Bi-Weekly	21	7	3	8	4	3	2	$ 21.06
Glenn	Bi-Weekly	0	6	2	4	0	3	1	$ 7.56
Grove	Bi-Weekly	20	8	2	8	4	2	2	$ 19.98
Hoose	Bi-Weekly	6	6	8	8	3	3	2	$ 18.90
Hudson	Bi-Weekly	2	2	0	4	2	2	0	$ 2.70
Northpoint	Bi-Weekly	8	8	2	10	4	4	2	$ 13.50
Oakdale	Bi-Weekly	6	12	7	10	4	5	1	$ 22.41
Parkside	Bi-Weekly	16	14	3	5	2	2	1	$ 24.03
Pepper Ridge	Bi-Weekly	15	6	8	10	4	3	3	$ 23.76
Prairieland	Bi-Weekly	20	5	2	5	3	1	1	$ 17.55
Sugar Creek	Bi-Weekly	4	7	2	4	1	3	1	$ 10.53
Towanda	Bi-Weekly	8	6	0	4	2	2	0	$ 9.18
Jr. High Schools		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**	**Cost**
Chiddix Jr. High	Weekly	5	20	4	12	4	7	1	$ 16.20
Kingsley Jr. High	Weekly	30	7	8	16	10	2	4	$ 21.78
Parkside Jr. High	Weekly	24	0	6	9	5	0	4	$ 14.04
George L. Evans Jr. High	Weekly	26	0	6	12	6	0	6	$ 14.76
HIGH SCHOOLS		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**	**Cost**
Normal Community H.S.	Weekly	25	24	15	22	12	10	10	$ 35.46
Normal Community West H.S.	Weekly	45	24	18	38	14	12	12	$ 45.36
Additional Locations		**22" or 24" Mop**	**36" Mop**	**60" or 72" Mop**	**# of Poles**	**# of 22" or 24" Frames**	**# of 36" Frames**	**# of 60" or 72" Frames**	**Cost**
Eagle Road Resource Center 2022 Eagle Rd., Normal	Monthly	3	1	0	2	1	1	0	$ 3.01
Unit 5 Warehouse 1999 Eagle Rd., Normal	Monthly	4	8	0	2	1	1	0	$ 10.68
Special Services (Formerly Field) 412 E. Cypress St., Normal	Monthly	6	0	0	3	3	0	0	$ 4.02

Total Monthly Cost: $ 1,202.80

	Year 1	Year 2	Year 3
Annual Cost July 2022 - June 2025	$ 14,433.60	$ 14,433.60	$ 14,866.64

BIDDER'S CERTIFICATION

Business Classification*

Please check any of the business classifications* below that applies to your firm. If none of these classifications apply, please check "none of these."

- Certified Minority owned business.
- Certified Female owned business.
- Certified Veteran owned business.
- Certified Persons with Disabilities owned business.
- Certified Small Business under the U.S. Small Business Administration (SBA) standards.

☒ None of these.

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

I, the undersigned Agent, have examined the GENERAL INSTRUCTIONS & CONDITIONS, ADDITIONAL CONDITIONS and SCOPE OF SERVICES/REQUIREMENTS and understand the requirements set forth herein. I further certify that I accept and will comply with Section 28 of the GENERAL INSTRUCTIONS & CONDITIONS. I acknowledge that the District reserves the right to reject any and all proposals, to award a Contract in accordance with the terms of this solicitation and to waive any informalities, irregularities or defects in any proposal, should it be in the best interests of the School District to do so.

Under penalties of perjury, I certify that the business classification(s) selected on this form are complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes.

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this proposal, to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein.

Mitchell Davis
Agent

FOR: UniFirst Corporation
Firm or Corporation

Subscribed and sworn to before me this 14 day of July, 2022

My commission expires: 08-03-2025

OFFICIAL SEAL
CELENE PAEZ
NOTARY PUBLIC, STATE OF ILLINOIS
MCLEAN COUNTY
MY COMMISSION EXPIRES 08/03/2025

Notary Public

508

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

UniFirst Corporation

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

68 Jonspin Road

Requester's name and address (optional)

6 City, state, and ZIP code

Wilmington, MA 01887

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

0	4	–	2	1	0	3	4	6	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Jane O'Connor Date ▶ 01/05/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

DESCRIPTION	PRAIRIE FARMS DAIRY*, INC.				HPS Contracted Prairie Farm
	Escalator Price*		Firm Price		Firm Price
	With Equipment*	Without Equipment	With Equipment*	Without Equipment	Without Equipment
	Paper Carton	Paper Carton	Paper Cartons	Paper Cartons	Paper Cartons
Price per half-pint, chocolate,	skim N/A 1% .3148	skim N/A 1% .3008	skim N/A 1% .34	Skim N/A 1% .326	Skim .3479 1%.3422
Price per half-pint, white, 1%	0.3083	0.2943	0.3333	0.3193	0.3345
Price per half-pint, white, skim	N/A	N/A	N/A	N/A	0.3169
Price per half pint, strawberry, cookies & cream, vanilla skim (List additional flavors available)	Strawberry 0.3148	Strawberry 0.3008	Strawberry 0.34	Strawberry 0.326	Strawberry Skim .3479 1%.3293
Price 4 oz. lowfat yogurt (list flavors available)	N/A	N/A	N/A	N/A	Strawberry, Blueberry, Peach, Plain, Cherry/Vanilla, Strawberry/Banana, Rasberry . 4459
Price per 4 oz Cottage Cheese Cup	0.5647	0.5507	0.5897	0.5757	N/A
Price per half-pint, juice 4 oz., 100% apple, orange	N/A	N/A	N/A	N/A	OJ 1/2 pint .3457 OJ 4z .1919 Apple 1/2 pint .4282 Apple 4z .2437
Price per 5# Vanilla, low fat Yogurt	6.6246	6.6106	7.0246	7.0106	N/A
Price per 5# Low Fat Cottage Cheese	8.145	7.90	8.645	8.40	13.4785
Price per 5# Plain Yogurt	6.6246	6.6106	7.0246	7.0106	7.5273
Price per 5# Sour Cream	7.8735	7.6235	8.3735	8.1235	14.1335
Price per 1# Low Fat Sour Cream	N/A	N/A	N/A	N/A	N/A
Price per 12 or 10 oz flavored, fat free milk, that meets USDA Smart Snacks Standards, in plastic bottle. List flavors available (specify size)	N/A	N/A	N/A	N/A	im 12z .8816 1% 12z .8836 Choc 12z .8898 Strwbry12z .8898 OJ12z .7812
Price per 16oz unflavored and flavored milk, in plastic bottle (specify size)	Choc 1% 0.87	Choc 1% .856	Choc 1% .90	Choc 1% .886	Choc 1% .9763

***Recommended Bidder**

This contract is effective for a one-year period commencing **July 1, 2022 through June 30, 2023**, with options to renew (without Rebid) on an annual basis for the **2023-2024** and **2024-2025** school years. Renegotiation of the firm price charged to the District in subsequent (rollover) years of the agreement must not exceed the Consumer Price Index for all Urban Consumers.

Before price increases can be implemented, the vendor shall document through cost analysis the need for such increase.

RESOLUTION OF THE BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN & WOODFORD COUNTIES, ILLINOIS
Authorizing interfund loans from Fund Reserves to other Funds as permitted under Illinois School Code (105 ILCS 5/10-22.33)

WHEREAS, the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("Board of Education"), has created, maintained and administers fund reserves within individual funds for operations, capital, and debt service purposes; and

WHEREAS, the Board of Education, by authority of 105 ILCS 5/10-22.33 of *The Illinois School Code* may make interfund loans available to any other Fund from Fund(s) as available to cover temporary cash shortfalls of accounting periods should the need arise. It has been determined that certain funds of Community Unit School District No. 5 will on occasion require the transfer of monies into said fund(s) in order to appropriately make payments for expenditures

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois:

that the Treasurer is hereby authorized and directed to make any and all such interfund loans, not to exceed the amounts as authorized in *The Illinois School Code* (105 ILCS 5/10-22.33) required in order to have sufficient funds to make appropriate payments of expenditures of the School District. Further, the Treasurer is directed to make the necessary bookkeeping entries to effect this change. Said loans are to be repaid at the earliest possible time sufficient funds are available to effect partial to full reimbursement. In no case shall any reimbursement take longer than the current fiscal year

The Treasurer shall present a report of all of the interfund loans and their repayments at the board meeting immediately following such loans or repayments until all repayments as required in the school code are completed. The authorization provided herein shall expire after June 30th, 2023.

ADOPTED this 20th day of July, 2022

by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

_____

Barry Hitchins, President, Board of Education McLean County Unit District No. 5

ATTEST:

_____

Kentrica Coleman, Secretary Pro Tempore, Board of Education

McLean County Unit District No. 5

RESOLUTION OF THE BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN & WOODFORD COUNTIES, ILLINOIS
Authorizing interfund loans from the Working Cash Fund to other Funds as permitted under Illinois School Code (105 ILCS 5/20-5)

WHEREAS, the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("Board of Education"), has created, maintained and administered a fund known as the Working Cash Fund in the manner prescribed by *The Illinois School Code and* the Illinois State Board of Education for the purpose of enabling Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("School District") to have in its treasury at all times sufficient money to meet its obligations; and

WHEREAS, the Board of Education, by authority of 105 ILCS 5/20-5 of *The Illinois School Code* may loan money from the Working Cash Fund to any other Fund. It has been determined that certain funds of Community Unit School District No. 5 will on occasion require the transfer of monies into said fund(s) in order to appropriately make payments for expenditures

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois:

that the Treasurer is hereby authorized and directed to make any and all such interfund loans, not to exceed the aggregate sum of $48,500,000, as authorized in *The Illinois School Code* (105 ILCS 5/20-5) required in order to have sufficient funds to make appropriate payments of expenditures of the School District. Further, the Treasurer is directed to make the necessary bookkeeping entries to effect this change. Said loans are to be repaid by the transfer from the other Funds to the Working Cash Fund proceeds from the receipt of the June 2023 installment of the 2022 General Levy, estimated to be $70,000,000. No Tax anticipation warrants have heretofore been issued by the School District. The estimated Corporate Personal Property Replacement Tax set aside for the payment of retirement obligations is $500,000.

The Treasurer shall present a report of all of the interfund loans and their repayments at the board meeting immediately following such loans or repayments until all repayments as required in the school code are completed. The authorization provided herein shall expire after June 30th, 2023.

ADOPTED this 20th day of July, 2022, by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

_____
Barry Hitchins, President, Board of Education
McLean County Unit District No. 5

ATTEST:

_____
Kentrica Coleman, Secretary Pro Tempore, Board of Education
McLean County Unit District No. 5