



## Skokie School District 73½



Oliver McCracken Middle School  
Grades 6-8



John Middleton Elementary School  
Grades 1-5



Elizabeth Meyer School  
Preschool and Kindergarten

## Student/Parent Handbook 2018-2019



**WELCOME TO  
SKOKIE SCHOOL DISTRICT 73½**

*Building a Foundation for Learning, Leadership and Life*

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Awarded to McCracken Middle School 2001-2002

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August 2018

Dear Parents,

Welcome to a new school year! We have been busy preparing for an enjoyable and safe school year for our students.

The purpose of this handbook is to inform both you and your child of district and school practices, procedures, and rules. Within this handbook, you will find information about day-to-day operations, as well as some technical language relating to your rights, your child's rights, and legal obligations of the school district. It is essential that all members of our school community be informed of the rules to ensure an optimal learning environment for all.

Please know that the handbook is not all-inclusive. Individual schools may have practices and procedures that are not included in this document. Policies and procedures may also change during the school year. Policies are available for review online and in the District Office.

During the first two weeks of school, staff will review sections of this handbook with all students. Please read the handbook and review the rules with your child. If you would like clarification on any item included in this handbook, please feel free to contact us.

Sincerely,

Ms. Allison Stein  
Principal, Oliver McCracken Middle School 847.673.1220

Mrs. Courtney Goodman  
Principal, John Middleton Elementary School 847.673.1222

Dr. Alison Gordon  
Principal, Elizabeth Meyer School 847.673.1223

*Skokie School District 73½ - Building a Foundation for Learning, Leadership and Life*

## **DISTRICT 73½ GUIDING PRINCIPLES**

Following are the District 73½ guiding principles. The principles represent the best thinking of District 73½ staff, parents, students and community members. This “living document” will continue to evolve as we grow and move forward.

Our guiding principles...

- Are intended to provide a clear sense of direction for our Strategic Plan, which will guide future curricular, extracurricular, financial, and system-wide initiatives
- Will help align as well as inspire future actions and decisions
- Will apply to all members of our school community — staff, parents, students, members of the Board of Education, administrators and residents of District 73½.

***Our school will ...***  
**support and inspire our students.**

***Our students will be ...***  
**critical thinkers and creative problem solvers.**

***Our community will ...***  
**demonstrate integrity and respect.**

***Our graduates will ...***  
**help make the world a better place.**

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## **Attendance, Arrival and Dismissal**

### **Attendance**

State Law requires daily attendance. Late arrivals are disruptive and do not teach our students responsible behaviors. Exceptions include personal illness, illness or death in the family, observance of a religious holiday, or an emergency. It is the parents' responsibility to ensure that their child attends school on a regular basis and arrives on time. **A student who misses twenty or more days during the school year may be required to attend summer school.**

### **When students are absent**

Parents are required to telephone the school to report all student absences or late arrivals to the Nurse or Health Clerk. Please state the child's complete name, grade, teacher, date and reason for absence. Please speak slowly and clearly. State law requires the school to attempt to contact you if you do not call to inform the school of your child's absence. It is important that parent phone numbers are current and accurate in PowerSchool.

Parents who are planning a vacation, which will cause their child to miss school, are requested to discuss the matter with the Principal. While special assignments may be prepared, teachers are not required to prepare work for students planning extended absences. Such absences are discouraged. There is no substitute for actual school attendance.

Lengthy absences may result in poor academic performance, an incomplete course status, or summer school attendance. Lengthy vacations while school is in session are highly discouraged. Any student absent for ten or more consecutive school days due to a non-illness related absence will be unenrolled from school. (Board Policy 7:70 Attendance and Truancy)

At McCracken, call 847.676.8235 before 8:00 a.m. If a student is absent from school for two or more days and has access to the internet, they are expected to access teacher Google sites for homework assignments. If a student is absent from school for two or more days and does not have access to the Internet, parents may request homework by leaving a message with the nurse. The nurse will then inform the teachers and assignments will be left in the school office (on the counter) for pick up after 3:15 p.m.

At Middleton, call 847.676.8020 before 8:30 a.m. Requests for homework should be communicated to the teacher.

At Meyer, call 847.673.1223 before 8:30 a.m.

If you would like to speak with the Nurse/Health Clerk, please call during regular school hours.

### **If your child is ill**

Please be sure your child is healthy and ready to return to school. Students with a fever should be kept home until the temperature has been normal for 24 hours. A child sent home at noon with a fever

should not return to school the following day. Student with symptoms of vomiting or diarrhea should stay home for 24 hours after the symptoms have stopped.

Students will be sent home from school if they:

- have symptoms of a contagious disease
- have a temperature of 100.0 or above
- have had an accident requiring the attention of a doctor
- have vomited or have diarrhea
- have evidence of live head lice.

Parents are responsible for picking up their ill child or arranging transportation for him/her. Proper authorization must be on file or submitted if a person other than a parent or guardian is picking up the child. Any person picking up a child will be required to show identification. Students cannot participate in extracurricular activities on the days they are absent from school or miss more than 50% of the school day. Exceptions may be made only for extenuating circumstances. When a student is absent due to illness, assignments must be made up in twice the amount of time absent. For example, if a student is absent for two days, he/she has four days to make up the work. If a child is absent for more than one day, parents may call the Health Office to request homework assignments. **Calls must be made by 8:45 a.m. for assignments to be picked up at the end of that school day, after 3:15 p.m.**

Students must go to the health office for re-admittance to school after extended absences. A note from a physician may be required, at the school's discretion.

### **Attendance Review Board**

A "chronic or habitual truant" is a child who is absent without valid cause for 5 percent or more of the required regular attendance days. Except for cases of prolonged illness, students who are absent more than 10 times in a semester or more than 6 times in a trimester will be referred to an Attendance Review Board consisting of the Principal, the Nurse/Health Clerk, School Counselor, and/or Social Worker. The Attendance Review Board will meet to determine follow-up action which may include, but is not limited to, referral for counseling or social work, a request for a note from a physician, consultation with the Nurse/Health Clerk for re-admittance to school following each absence, summer school attendance, and/or truancy charges. Students who are truant or deliberately miss classes (i.e., "cut school") will be subject to disciplinary action. Students who are chronically truant will be reported to the Skokie Police Department. (Board Policy 7:70 Attendance and Truancy)

### **Late Arrivals/Tardies**

Students who are tardy to school must receive a pass for admission to class. Parents are required to call or send a note to the nurse/health aide when their child is tardy. Excused tardies include family emergencies and doctor or dental appointments.

At Meyer, students who have three or more tardies in a trimester, will receive a phone call from the classroom teacher or Social Worker. At 6 tardies, the family will be contacted by a building

administrator to discuss how to support student on time arrival. At 10 tardies, the situation will be referred to the Attendance Review Board to determine follow-up action.

At Middleton and McCracken, students who have three or more tardies in a trimester will be referred to the Attendance Review Board where follow-up action may include, but is not limited to, calls from the nurse, student support staff member, and/or an administrator. Students at McCracken may earn a detention. Conferences with parents may be requested to discuss how best to support student on time arrival, which may include an individualized attendance plan.

### **Early Dismissals**

If a parent (or designee) takes a child out of school for any reason during school hours, the child's teacher should be notified in advance and the child must be signed out at the office. No child will be allowed to leave unless this procedure has been followed.

### **Religious Holidays**

Students whose parents indicate that an absence is due to the observance of a religious holiday will receive an excused absence. This absence will not be counted when determining perfect attendance awards. Students will have the opportunity to make up work that was missed.

### **Arrival and Dismissal**

#### **McCracken**

Students who walk to school should cross busy streets only where there are traffic signals or crossing guards. To ensure student safety, students are prohibited from crossing Oakton at East Prairie unless accompanied by an adult. A crossing guard is stationed on the corner of Oakton and Crawford for this purpose. Students are also not permitted to cross East Prairie directly in front of our school without assistance. An adult supervisor will walk students across East Prairie at Warren. Students and parents are reminded to respect the property of community members living near the school. Please do not block the driveways or alleys near school.

In the morning, students may enter the building between 7:30 and 7:40 a.m. to report to the cafeteria or Learning Center. At 7:50 a.m., all students may go to their lockers and proceed to their advisory class. School starts at 8:00 a.m. In the afternoon, students are dismissed at 3:00 p.m. except for Tuesdays, when they are dismissed at 2:00 p.m. The Learning Center is open on Mondays, Wednesdays, and Thursdays until 3:55 p.m.

#### **Middleton**

Students should not arrive at school before 8:15 a.m. as that is when staff supervision on the playground and blacktop begins. Students may enter the school building beginning at 8:25 a.m. Students who arrive after 8:30 a.m. are considered tardy. Students are dismissed from school at 3:00 p.m. (Tuesday at 2:00 p.m.). If you are driving your child to and from school, please only drop off and pick up children via the Drake alley turnaround. Cars should form a single file line around the Drake alley turnaround, on the south side of Main Street, and the east side of Central Park. If your child

walks to and from school, please note that there is not supervision outside after 3:10 p.m. Students are not permitted to ride their bicycles to and from school.

It is important to keep your child's dismissal plans consistent. Please try and keep changes to a minimum. If you know of a change in dismissal plans, please send that change in writing to school. It is important for both the school office and your classroom teacher to know about the change. If you must make a change in your child's dismissal plans during the school day, please be sure to call the main office phone number and speak with a staff member by 12:00 p.m. so that we can ensure a smooth dismissal.

## **Meyer**

Preschool morning session hours are 8:30 a.m. -11:00 p.m; preschool afternoon session hours are 12:00 p.m. - 2:30 p.m. Preschool parents should park on Keeney or Kildare and walk their children to the appropriate door. Parents should wait for their children outside that same door at dismissal time.

The Kindergarten day begins at 8:40 and ends at 2:25 each day, except Tuesday. On Tuesdays, Kindergarteners are dismissed at 2:00 p.m. Kindergarteners may arrive by school bus, car, or on foot. All Kindergarteners congregate on the playground, starting at 8:30, at which time supervision is provided. When the whistle blows at 8:35, students line up by class. When it's raining, snowing heavily, or very cold, Kindergartners enter the gym, off of Kildare. A large red sign placed outside of the gym will signal that Kindergarten line-up will take place in the gym. Kindergarten parents who drive their children to school may use the drive-thru lane. The entrance is from Kildare, and parents are expected to wait in their car. A staff member will assist each child out of their car, and direct him or her to either the playground or gym, depending upon the weather. For afternoon pick up, parents may line up, in their cars, in the drive-thru lane. Students will be brought to their car. Parents on foot will pick their children up at the appropriate door.

Please communicate to your child's teacher afternoon pick up information that is different from the usual routine. Also note, that children will only be released to adults listed on a child's emergency form. Staff may ask to see identification.

## **Bus Transportation**

A & B Bus (847.671.0533) school buses are used to transport 1st - 5th graders and some routes at McCracken. Two district owned buses transport kindergarteners and cover some routes at McCracken. Kindergarten students will not be released off the bus if a designated adult is not at the bus stop to receive them. These children will be returned to Meyer School at the end of the route and parents will be called to pick them up.

## **Communication**

### **Home-School Communication**

Ongoing communication between home and school is extremely important to help ensure student achievement and success. Parents are strongly encouraged to ask questions and seek information

from teachers and school staff regarding their student at any time during the school year. Please contact the classroom teacher first with any questions or concerns pertaining to the classroom. Feel free to request and schedule a meeting. The principal, special services team, and district personnel are always available to help clarify or resolve issues.

Formal parent teacher conferences to share student effort, attitude, behavior, progress and needs, are scheduled in October and February of each school year. Appointments are scheduled online beginning several weeks before the conference dates.

Report cards are issued three times each year. We encourage parents and students to review these together to identify and discuss effort, progress, accomplishments and areas in need of improvement.

Each school publishes and sends out an electronic newsletter, "The Weekly", every Friday afternoon. These newsletters include a calendar of events and other pertinent school and district information. The Weeklies can also be found on the district's website.

The district website is: <http://www.sd735.org>. Upcoming events, lunch menus, resources, curriculum information, calendars, student activities and links to PowerSchool, teacher information and Board of Education details can be found on the website.

*The Community Digest* is mailed to all residents of District 73 ½ three times a year. *The Digest* includes articles on staff, students, the financial state of the district and information on upcoming events.

### **PowerSchool**

Parent involvement is critical to the advancement of a student's education. PowerSchool keeps parents informed and engaged with anytime, anywhere access to 360-degree views of their student's performance. With PowerSchool students and parents are able monitor student progress, view student schedules, and find out information regarding classroom assignments. Access is available through any web based device 24 hours a day, 7 days a week. Parents are required to provide emergency contact information online through the PowerSchool Parent Portal for each student at the time of registration. It is the parent's responsibility to make sure that accurate emergency information is updated throughout the school year. Parents need to update information within PowerSchool via the Parent Portal, the link can be found on the District website.

### **Severe Weather**

Severe weather and emergency closing information is available on the school and district websites or at <http://www.EmergencyClosing.com>. Should the schools be closed, our automated phone messaging system will send a message to all families. Local radio (WGN Radio 720, WBBM Newsradio 780) and TV stations CBS 2, NBC 5, ABC 7, WGN 9, FOX 32) will also share information. It may not be possible to reach the school district or school offices.

## **Visitors and Volunteers**

Parents and visitors are welcome to visit and volunteer in our schools and classrooms by serving as field trip chaperones, sharing expertise, reading to students, assisting the teacher, becoming a Parent Mentor or serving on the District's Community Engagement Team. Please inquire about the opportunities or to make advance arrangements to visit or volunteer, contact the school or district office, or a specific staff member (Board Policy 8:30 Visitors to and Conduct on School Property). For the safety of all students and employees of District 73½, all visitors must report to the main office to check in to obtain a visitor's lanyard with identification.

## **Discipline**

### **Academic Honesty**

District 73½ promotes an atmosphere which fosters academic honesty. All students are expected to use honest methods to fulfill their school responsibilities. It is important to us that students understand what academic honesty is and why it is important. Each school reviews academic honesty in an age appropriate way at the start of the year and reviews it when necessary. Some examples of academic dishonesty are: a student receives help from others or uses hidden answer sheets, notes, or hand held electronic devices when taking a test, a student lends or borrows homework or classwork, a student copies information from books, the Internet, or other sources without giving proper credit. Academic dishonesty has consequences, such as parent contact, a conference with an administrator, or completing an alternate assignment.

### **Bus Behavior Expectations**

Safe student behavior on school buses is expected. When discipline problems occur on school buses, the safety of all passengers is jeopardized. It is important that bus drivers are not distracted by student behavior problems. At the beginning of each school year, bus safety rules and regulations are discussed in each advisory or homeroom. Bus evacuation drills are held once a year.

School buses may be equipped with video cameras. Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Bus rules and acceptable behavior guidelines should be followed at all times. A bus riding contract agreeing to follow the bus rules must be signed and returned to school. (Board Policy 4:110 Transportation) In addition, refer to "Prohibited Student Conduct" in Appendix B to view a more comprehensive list of prohibited student behaviors.

The bus drivers are instructed to report any bus violations to the Principal. If a student does not follow the rules, the Principal may revoke or suspend a student's bus privileges. Parents will always be informed before a student's bus privileges are revoked or suspended. Parents have the right to request a meeting with the Principal to review the circumstances that necessitated the removal of bus riding privileges. (Board Policy 7:220 Bus Conduct, Board Policy 4:110 Transportation)

### **Expectations and Prohibited Conduct**

Students are expected to demonstrate respectful, responsible, kind, safe, and ready behavior. This includes arriving to school on time, showing respect and courtesy to others, respecting public and

private property, and moving through the school buildings in an orderly and safe manner. Gross disobedience and misconduct is prohibited. See Board Policy 7:190 Student Behavior.

District 73½ students are expected to use good judgment in selecting attire for school. No clothing that would endanger a student's health and welfare or would cause damage to the school building or furnishings may be worn. Inappropriate attire includes but is not limited to the exposure of the midriff or torso or any undergarment, gang-related insignia, and inappropriate graphics or language on garments (Board Policy 7:160 Student Appearance). Dress and grooming may not be so distracting that it disrupts the educational program, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of safety.

- Head-coverings, such as hats, hoods, and caps, may be worn to and from school and on the playground but not in school. Headbands are permitted, provided they do not cover all or part of the face. Exceptions will be made for religious purposes.
- Students may not wear short tops, see-through tops, short shorts or short skirts. (The appropriate length for shorts and skirts is mid-thigh.)
- Students may not wear any clothes with tobacco or alcohol advertisements, offensive language, or adult messages and humor.
- "Heelies," "wheelies," or any type of shoes with wheels are not allowed.

Students may not take property without the permission of the owner, use offensive language, engage in playful roughhousing (which often creates hurt feelings and results in physical conflicts), or make verbal or implied threats to teachers or other students which alarm, disturb, or interfere with the orderly operation of the school. Statements such as "I'm going to kill you," "I'll bomb this place," or other comments that may be construed as threats to the safety of our students and staff will not be allowed.

Students are expected to refrain from bullying, harassment (including sexual harassment), using racial or ethnic slurs, or other behaviors that degrade another's dignity or target another's race, sex, nationality/ethnicity, religion, sexual orientation, or disability. If bullying, including cyberbullying, goes on outside of school and it is impacting the learning environment in school, a student may earn disciplinary consequences. (Board Policy 7:20 Harassment of Students Prohibited and Board Policy 2:260 Uniform Grievance Procedure)

A student commits "hazing" when he/she knowingly requires the performance of any act by a student or other individual for purpose of induction or admission into any group or organization, when the act is not authorized or approved by the District and the act results in any physical, emotional, or psychological harm to any individual. Hazing is prohibited on district property (including school buses) and at school sponsored and school related functions. Hazing is also prohibited outside school grounds to the extent a direct relationship exists between the hazing and the school's educational functioning.

School board policy prohibits students from displaying aggressive behavior while at school that causes physical or psychological harm to someone else and/or urges other students to engage in

such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including bullying. (Board Policy 7:190 Student Behavior and Board Policy 7:180 Prevention of and Response to Bullying, Intimidation and Harassment) The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. (Board Policy 7:200 Suspension Procedures and Board Policy 7:210 Expulsion Procedures) Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior.

Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity including, but not limited to: wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items that are evidence of membership or affiliation in any gang; committing or commissioning any act or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; using any speech or committing or commissioning any act to support gang activity including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay for protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

All students have the right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use by minors are illegal and interfere with learning and good health, students are prohibited from possessing, using, or being under the influence of any drug (not authorized by a doctor) on school grounds. (Board Policy 7:190 Student Behavior) This includes using or being in possession of a vape, e-cigarette, eLiquid, or other related products and devices. Parents and students may be directed to local agencies for assistance.

Students may not use, possess, control, or transfer a weapon, or any object that can reasonably be considered, or looks like a weapon. A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, lighters/matches, shotguns, brass knuckles, and billy clubs, or "lookalikes" of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### **Consequences**

Consequences are individualized to the child's age, to the level of understanding and to the act of misconduct. Consequences will be decided and agreed upon by district personnel. (Board Policy 7:190 Student Behavior) Consequences may include, but are not limited to:

- A private conference with the teacher, principal, assistant principal, social worker, or counselor.
- Notifying and/or consulting with parents/guardians



- If clothing is inappropriate, asking the student to change his/her clothes and/or asking the student to turn a t-shirt inside out.
- A lunch/recess detention, in which students spend their lunch/recess period in the office.
- An after school detention, in which students spend a 50 minute block of time in a classroom with an adult supervisor. Students are expected to complete a reflection activity. Students may then complete schoolwork, homework, or read.
- Loss of privileges (i.e., recess, participation in a field trip, extracurricular activities, special events).
- Temporary and short-term removal from a classroom to an alternative setting.
- Seizure of inappropriate items.
- Community or school service activity.
- A Saturday school assignment.
- In-school suspension for a period not to exceed 5 consecutive school days; the Principal or a designee shall ensure that the student is properly supervised.
- Suspension of bus riding privileges.
- Out-of-school suspension and suspension from all school sponsored events for up to 10 days. Before suspension, the student shall be provided a conference during which the charges are explained and the student is given an opportunity to respond to the charges. A pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disruption to the educational process.
- Notification of juvenile authorities (e.g., for acts of vandalism or when drugs, alcohol, or weapons are involved).
- Alternative Education Program assignment
- Expulsion from school and all school sponsored events, for a definite time period not to exceed 2 school years; only the Board of Education has the authority to expel a student.

In the case of a suspension, parents are always contacted and subsequently provided with a written notice of the suspension. The notice states the reasons for the suspension, the school rule which was violated, and informs the parents of their right to a review of the suspension. Parents have a right to meet with the Superintendent and the right to request a hearing with the Board of Education. When suspended, a student is not allowed to participate in after school activities or be on school grounds. Homework assigned during the course of the suspension will be provided to the student by his/her teachers. It is the responsibility of the student and parents to make arrangements for someone other than the student to pick up assignments. The homework must be completed and submitted to the respective teachers on the first day the student returns to school. Upon returning to school, a student will be given sufficient time to complete any missed assessments (the number of days suspended plus one). It is the student's responsibility to make arrangements with the teachers to complete assessments. A grade reduction is earned for incomplete work or assessments. (Board Policy 7:190 Student Behavior and Board Policy)

School staff members shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2)

observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

School authorities recognize that rules must be applied fairly. School rules may not be arbitrary, capricious, oppressive, or discriminatory. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. School authorities are knowledgeable and respectful of the rights of students. Therefore, in disciplinary matters, consequences are imposed with great thought and care. District 73½ does not permit corporal punishment as a form of discipline. Corporal punishment does not include reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. For information related to behavioral interventions for students with disabilities, please refer to Board Policy 7:230 Misconduct by Students with Disabilities.

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures. (Board Policy 7:130 Students Rights and Responsibilities) Students or their parent(s)/guardian(s) may file a complaint if they believe that the School Board, its employees, or agents have violated their rights. The complaint must be filed in accordance with the Uniform Grievance Procedure outlined in the Board Policy 2:260 Uniform Grievance Procedure.

### **Positive Behavioral Interventions and Supports**

Our Positive Behavioral Interventions and Supports (PBIS) program promotes academic, social, and emotional success for students. Expectations for student behavior are made explicit through direct instruction, then practiced and reinforced. Student behavior is monitored through the use of a referral and electronic data collection system. Interventions are implemented to support student success. CHAMPS (Conversation, Help, Activity, Movement, Participation, Success) is a positive and proactive approach to supporting positive student behavior. Teachers use our CHAMPS framework to communicate with students the specific expectations for how to successfully engage in different learning activities.

Students who have conflicts with other students are provided an opportunity to resolve their conflict through mediation with the assistance of the teacher, counselor, social worker, dean of students, assistant principal, or principal. All students are expected to resolve their conflicts in a peaceful manner.

### **Equal Education Opportunities and Sexual Harassment**

## **Equal Education Opportunities**

Equal education opportunities (as mandated by State and Federal laws) shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicaps or disability, economic and social conditions, or parental status. According to Board policy, any parent, student, or community member may file a discrimination grievance by following the Uniform Grievance Procedure outlined in Board Policy 2:260 Uniform Grievance Procedure and 7:10 Equal Educational Opportunities.

## **Sexual Harassment**

Sexual harassment of students is prohibited. An employee or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature. 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.

At the beginning of each year, the staff explains to students what sexual harassment is and what to do and who to contact if students witness sexual harassment or believe they are victims of sexual harassment. Periodic sexual harassment awareness training is also provided to all school staff.

Students who believe they are victims of sexual harassment or who witness sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, the Principal, or Complaint Managers. The Nondiscrimination Coordinator for the District is Kate Donegan at 847.324.0509; the Complaint Managers are Ann Williams at 847.324.0506 and Nathan McBride at 847.324.0509. Complaints will be kept confidential, given the need to investigate.

An allegation that one student was sexually harassed by another student should be referred to the Principal for appropriate action. (Board Policy 7:20 Harassment of Students Prohibited and Board Policy 2:260 Uniform Grievance Procedure)

## **Food Service**

All students eat lunch at school. This includes kindergarten and full-day preschool students. Students may bring a bag lunch from home or purchase a lunch at school. A lunch purchased at school includes the sandwich or entree of the day, fruit or fruit juice, vegetable, and milk. The lunchroom staff makes every effort to encourage children to eat all of their lunch.

## **Healthy Snacks**

Please use this list as a guide for classroom snacks or treats:

- Vegetables: Carrot or celery sticks, cucumber slices, pea pods, edamame
- Fruit: Single-serve fresh fruits; apple, banana, tangerines, sliced fruit; cantaloupe, honeydew, watermelon, pineapple, 100% fruit or vegetable juice, dried fruits – raisins, cranberries, apples, apricots, single serving applesauce
- Grains: Pretzels, graham crackers, baked chips, mini bagels

- Protein/Dairy: Hard-boiled egg, turkey lunchmeat, low-fat flavored yogurt, string cheese or reduced fat cheese slices
- Examples of Prepared Products: Dole Mixed Fruit Cup, Frito-Lay Baked Lays and Doritos, General Mills Chex Mix, Kellogg's NutriGrain Bars, Kraft Teddy Grahams, Pepperidge Farm Goldfish, Quaker Oatmeal Breakfast Squares

## **Mealtime**

Each student receives a Lunch I.D. card to charge their lunch and snacks. It is the parents' responsibility to make sure that their child has a check or cash deposited into his/her account. Parents will receive notification when more money is needed in their child's account. Parents can monitor their student's lunch account balances online. Parents are encouraged to add money to their student's account online through our MealTime system <https://www.mymealtime.com>, or a student may bring money to the cafeteria in the morning before classes begin. Visit SD735.org and click "lunch payment" in the Families & Community section. If students run a negative balance, they will be served a sandwich and milk and will not be allowed to charge items in the snack line. On a weekly basis, the food service staff runs statements for students with a negative balance and emails parents. If parents are concerned about the balance on their student's lunch account, they can call and request a statement be sent home with their child. Any money left in a student's lunch account will be rolled over into the next school year. For questions regarding the cafeteria or your child's account, please call Thomas Berkson, Director of Food Services, at 847.676.8051.

## **Health and Safety**

### **Abused and Neglected Child Reporting**

All District 73½ employees are mandated reporters. Illinois law requires District employees to immediately report suspected child abuse or neglect to the Illinois Department of Children and Family Services Child Abuse Hotline. The employee shall notify the Superintendent or Building Principal that a report has been made. (Board Policy 5:90 Abused and Neglected Child Reporting)

### **Accidents and Injuries**

Every effort is made to prevent accidents. Each family must have on file with the district two alternative phone numbers of friends, neighbors, or relatives who can be contacted if we are unable to reach the parent or guardian. If an accident occurs, procedures include the following:

- Parents are contacted if the injury is serious.
- First aid is given. Paramedics may be called if the injury is serious or life threatening. A staff member will accompany the child to the nearest available hospital if necessary.
- An accident report will be completed by the Nurse/Health Clerk.
- In the event of an emergency that requires a child to go to the hospital, we will reserve the right to take that child to the hospital if we cannot get in touch with the parents.

### **Activity Restrictions**

Parents may make a written or verbal request to limit physical activity due to sickness or injury of their child. However, if a condition or injury warrants a request to limit physical activity such as Physical

Education or recess for an extended period of time (more than two days), a physician statement may be requested.

### **Child Sex Offenders**

State law prohibits a child sex offender from being present on school property or loitering on a public way within 500 feet of school property when persons under the age of 18 are present, unless the offender is (1) a parent/guardian of a student present on school property, or (2) has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity. (Board Policy 8:30 Visitors to and Conduct on School Property)

The Superintendent and Principals receive and review updated lists of child sex offenders from law enforcement officials in order to screen those who may come in contact with students at school or school events. Staff members are provided a copy of the list on a "need to know" basis. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification will occur during school registration and at other times the Superintendent or Building Principal determines advisable. (Board Policy 4:170 Safety and Crisis)

Information about sex offenders is available to the public on the web

<http://www.isp.state.il.us/sor/offenderlist.cfm>

### **Communicable Diseases**

If your child is diagnosed with chicken pox, strep throat, conjunctivitis (pink eye) or any other communicable disease, please inform the school health office immediately. Students with contagious diseases may qualify for special services. It is important that parents seek the services of a physician and that any prescribed treatment or medication be taken or completed as ordered. A doctor's note may also be required before a student may return to school. The health offices will follow the guidelines established by the Skokie Health Department. For additional information or concerns, call the Skokie Health Department at 847.933.8252.

### **Concussions**

The District has procedures in place to manage concussions and head injuries suffered by students. Students who exhibit signs and symptoms, including behavior, consistent with a concussion or head injury will be removed from participation in physical fitness activities. Students will not be allowed to return to play until they are cleared to do so by a certified health care provider. Students who have experienced concussions will be supported by the District in accordance with the District's concussion protocols. Parents/guardians should notify the Nurse/Health Clerk if they are aware that their student has suffered a concussion. (Section 5:22-80 of The School Code)

## **Head Lice (Pediculosis)**

A head lice infestation may occur in any age category and can be very frequent among school children. Head lice are not considered a disease. Students may be checked at school for the presence of lice. Students identified as having live head lice are to be excluded from school until they have received appropriate treatment. The student must be examined by the Nurse/Health Clerk prior to re-admittance to school. It is recommended that parents inform their children about head lice. Students should be very careful about exchanging clothing such as hats, scarves, and earmuffs. Also, students should avoid using one another's comb or brush.

## **Health Examinations and Immunizations**

All students entering or transferring into District 73½ must provide the Illinois Certificate of Health form as proof of having received a health examination and immunizations against preventable communicable diseases as required by the Illinois Department of Public Health, and proof of a vision exam. In addition, updated examination and immunization records are required for the following grades:

- Preschool students are required to have a current physical exam on the Illinois Certificate of Health form.
- Kindergarten students must have a current physical exam on the Illinois Certificate of Health form, a vision exam and a dental exam.
- Second grade students are required to have a current dental exam on file.
- Sixth grade students must have a current physical exam on the Illinois Certificate of Health form, and a dental exam.
- Sports team participants are required to have a current physical prior to trying out for an interscholastic sports team or cheerleading. This physical must be dated within one year prior to tryouts. Students must present a Certificate of Physical Fitness issued by an Illinois physician, advanced practice nurse, or a physician's assistant to assure that the student's health status allows for active athletic participation.

If students do not provide proof of compliance by October 15th of the current school year, the District must exclude the student from school until the student presents proof of having the required health examination and immunizations. (Section 27:8.1 of The School Code)

Parents/guardians objecting to the health, dental, or eye examinations or to immunizations on religious grounds must submit a signed letter stating the objections.

If you are not sure if your student's records are complete or have any questions, or need help locating a health care provider (doctor, eye doctor, dentist), contact the nurse/health clerk at your child's school.

Children who need immunizations for school and live or attend school in Skokie can receive vaccinations for a nominal fee at the Skokie Health Department. To schedule an appointment, call 847.933.8252.

Vision and hearing screenings will be conducted, as mandated, for select populations of students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

### **Health Clerks/Nurses**

District 73½ employs nurses and health clerks that are dedicated to the promotion of the health and safety of students and staff. These health professionals are not licensed to diagnose or prescribe medical treatment for children.

### **Medications**

District policy states that medications (prescription and nonprescription) may be administered by a school district employee only upon written request of the student's physician and parent. However, nothing in board policy shall prohibit any school employee from providing emergency assistance to students; including administering medication (Board Policy 7:270 Administering Medicines to Students).

All medications must be brought to the school office in the original container or a container properly labeled by the pharmacy or physician. The label must include the student's name, physician, name of medication, dosage, and time to be given. The school must be notified in writing of any changes. An Authorization Form for Administration of Medication must be completed and returned to the Health Office before medication can be administered by a district staff person or before supervising a student's self-administration. The school district retains the right to reject requests for administration of medications.

Parents may come to school to administer medications or may authorize their child to self-administer a medication according to the district's procedures for student self-administration of medication.

- A student may use inhalers, epinephrine auto-injectors (EpiPen), and medication for self-management of diabetes with parental consent and the School Medication Authorization Form on file in the Health Office.
- A record shall be kept by the Nurse/Health Clerk of all medication stored, specifying the name of student and name of medication, the time of use, and dosage.

In accordance with Section 22-30(f) of The School Code and for the health and safety of students, the District has decided to maintain a supply of undesignated Epinephrine Auto Injectors (i.e. Epi-Pens) in the name of the District and provide or administer such as necessary to students when it is believed they are having an anaphylactic reaction at school. The Epi-Pen is an auto-injector prefilled with epinephrine for the emergency treatment of severe allergic reactions to insect stings or bites, foods, drugs, and other allergens. An "undesignated" Epi-Pen is an Epi-Pen prescribed in the name of the District as opposed to an individual student or staff member. A school nurse or trained personnel may

administer an undesignated Epi-Pen to a person when he/she, in good faith, believes a person is having an anaphylactic reaction, regardless of whether that individual has a prescription for epinephrine.

When a school nurse or trained staff member administers an undesignated Epi-Pen to a student at school, the school nurse or trained staff member may not incur any liability, except for willful or wanton conduct, if any injury is sustained. Furthermore, upon the administration of any undesignated Epi-Pen, the District will immediately activate the emergency medical system ensure the appropriate notifications and follow up actions occur.

While the District has decided to maintain a supply of undesignated Epi-Pens, no one should rely on the District for the availability of an Epinephrine Auto-Injector on school grounds. Additionally, the District's maintenance of undesignated Epi-Pens does not guarantee the availability of an Epi-Pen to students; students and their parents/guardians should consult their physician to ensure an individual prescription is provided if the student has been diagnosed as having a severe allergic reaction.

All medications are to be picked up by the parent/guardian at the end of the school year. If the parent/guardian does not pick up the medication at the end of the school year, the Health Clerk/Nurse will dispose of such medication in the presence of a witness.

(Board Policy 7:270 Administering Medicines to Students)

## **Recess**

Recess is an opportunity for students to play, exercise and engage with friends. During recess, students can develop gross motor, social and language skills. Students are expected to comply with the instructions of recess supervisors and follow the rules so that a safe environment is maintained. Students enjoy 25-30 minutes of recess each day.

Children should come to school dressed appropriately for outdoor activities and safe outdoor play. The younger children should wear jackets, gloves, hats, scarves, boots and snow pants in the winter months and have an extra set of clothes in their lockers. Safe shoe choices should be made. Gym shoes are preferred; sandals or backless shoes are discouraged.

Recess is held indoors if it's raining or snowing heavily. Preschoolers, kindergartners, first and second graders students stay indoors if the wind chill is less than 15 degrees F. Students in grades 3 - 8 have recess indoors if the wind chill is 0 degrees or below. Across the district, we use the "Child Care Weather Watch" chart, as a guide. Children should come to school dressed appropriately for outdoor activities and safe outdoor play. The younger children should wear jackets, gloves, hats, scarves, boots and snow pants in the winter months and have an extra set of clothes in their lockers. Students will only be excused from outdoor recess with a medical excuse from the doctor.



## **Safety and Crisis Plan**

The safety of our students is our number one priority. The District has a comprehensive safety and crisis plan which includes staff roles and procedures in the event of a crisis or emergency situation. The plan addresses specific procedures in the event of a building evacuation or lock down, a bomb threat, a school bus accident, and other crisis situations. The plan also includes procedures and safety drills, e.g., fire and tornado drills, school bus evacuation drills, etc. Representatives from the Skokie Fire and Police departments are often present during drills to provide feedback. Crisis plans are reviewed yearly with the Skokie Police and Fire departments and are in accordance with the State of Illinois School Safety Drill Act. A letter is mailed home to families in August to provide more specific information related to safety drills conducted throughout the school year.

## **Smoke-Free Environment**

District 73½ is a smoke free environment. Smoking, or use of tobacco products, is not permitted in the buildings or on school grounds.

## **Personal Possessions**

Students are not encouraged to bring valuables, large amounts of money, or personal items. Any items causing a distraction will be taken away and returned to the parent. Students are prohibited from selling personal property at school. The school is not responsible for personal items brought to school. The school district is not responsible for the loss or theft of any electronic device or other personal possessions brought to school. The possession and use of cell phones and other electronic devices by students are subject to the following rules:

- Students are not permitted to use their cell phones during the school day unless teacher approval is given for a specific educational purpose.
- Cell phones and other personal electronic devices must be kept out of sight and silent during the school day.
- Cell phones and other personal electronic devices improperly used will be confiscated. After the first incident, the student may pick up his/her cell phone or electronic device in the office at the end of the day. After the second incident, the cell phone or device will need to be picked up by the parent. Students may be subject to additional consequences should they continue to use electronic devices improperly.

## **Registration, Fees and Waivers**

### **Free and Reduced Lunch**

District 73½ offers a free or reduced price lunch program for those students in grades K-8 whose families meet the guidelines established by the federal government. Copies of the guidelines and the Application for Free and Reduced Price Lunch are distributed to all families before the start of the school year. The information parents provide is treated confidentially and only used to determine program eligibility.

Parent/guardians may apply at any time during the school year if household size goes up, income goes down, or if they start receiving food stamps or Temporary Assistance for Needy

Families(TANF). If a parent loses his/her job, the children may be able to get free or reduced priced meals during the time of unemployment. After September 15, if the parent/guardian does not have a current application on file or no longer meets eligibility requirements, he/she is responsible for paying for the child's meals. PARENTS MUST REAPPLY EVERY YEAR. (Board Policy 4:130 Free and Reduced-Price Food Services)

### **Instructional Fees and Waivers**

Each year the Board of Education determines what will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students are responsible for paying for the loss of textbooks or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Parents who are unable to afford to pay instructional fees and summer school tuition may receive a waiver of fees if they meet eligibility requirements. Applications for fee waivers are available in the school offices and in the Business Office. (Board Policy 4:140 Waiver of Student Fees)

Fees for the enrichment program, extracurricular classes, athletics, band, overnight trips, field trips, and transportation are included in the waiver process.

### **Residency**

Only students who are residents of the District may attend a district school without a tuition charge. A student's residence is the same residence as the person who has legal custody of the student. Residency is defined as the place where parents/legal guardian eat, sleep, and store their belongings. It is also the place where their child resides.

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

The District reserves the right to verify three proofs of residency presented by parents/guardians and may take other steps to verify residency including hiring private investigators. If it is determined that a student is a non-resident of the District and is attending school on a tuition-free basis, the person who enrolled the student is liable to pay non-resident tuition from the date the student began attending a district school as a non-resident. The person who enrolled the student may challenge this determination and request a hearing as provided by The Illinois School Code.

A person who knowingly or willfully presents to the school district any false information regarding the residency of a student for the purpose of enabling that student to attend any school in the District without the payment of a non-resident tuition charge is guilty of a Class C Misdemeanor.

Non-resident students may attend district schools upon the Superintendent's recommendation and approval from the Board of Education, providing that procedures outlined in Board Policy 7:60 Residence are followed.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. (Board Policy 6:140 Education of Homeless Children)

Military personnel whose residency has changed due to military service may keep their child enrolled in the District by submitting a written request. The District, however, is not responsible for the student's transportation to and from school. (Board Policy 7:60 Residence)

## **Student Records**

### **Admissions & Transfers**

All students new to the district must have a current report card indicating grade placement, a school medical record, and a transfer form issued from their previous school stating they are in "good standing". In addition, a child's birth certificate must be presented at the time of registration. (Board Policy 7:50 School Admission and Student Transfers To and From Non-District Schools)

Parents should notify the school if they are planning to move. The school will transfer all pertinent information to the new school.

All students enrolling for the first time in District 73½ are required by law to have proof of a recent, complete health examination by an Illinois licensed physician before they can begin school. The Illinois School Code requires up-to-date health records for school children. No student will be allowed entry to school without the Illinois Certificate of Health form completed by a medical health provider. Parents objecting to a physical examination or vaccinations on religious ground must submit a letter stating the objections.

Vision examinations are required for entry to kindergarten and all students entering an Illinois School for the first time.

Illinois law requires all children in kindergarten, 2nd, and 6th grades to have a dental examination.

If you are not sure that your child's records are complete or if you are unsure of current requirements, please contact the school nurse for assistance. Children who need immunizations for school and live in Skokie or attend a Skokie school can receive vaccinations for a nominal fee at the Skokie Health Department. To schedule an appointment, call 847.933.8252.

### **Photographs and Videos**

No photographs or videos with students identified by name will be published on the district website.

Photographs and videos of students identified by name may be used in school publications intended for local distribution. This includes, but is not limited to, school yearbooks and end-of-year memory books.

When students are identified by name in photographs or videos taken for print or electronic publication in local newspapers or television, parent or guardian consent is required. This consent may be revoked at any time by notifying the Principal. (Board Policy 7:340 Student Records)

### **Student Directory**

On an annual basis, a student directory, with student name, phone, address, and parent/guardian name(s) is published for the convenience of the district families. Parents/guardians are given the opportunity to limit the information published in the directory to student name only by completing the appropriate form during registration. (Board Policy 7:340 Student Records)

### **Student Records**

Local, state, and federal laws require that information in student records be held confidential. Student records are not released to anyone other than parents and authorized personnel unless the parent has signed a release form or a court orders the release. A release form may be obtained from the school office. (Board Policy 7:15 Student and Family Privacy Rights)

### **Authorization for Use and Disclosure of Protected Health Information and Education Records**

In accordance with state law, school records for all eighth grade students will be sent to Niles Township High School District 219 at the end of the students' eighth grade year. These records contain both the student permanent record and the student temporary record, including medical, mental health, education, and behavior information. Parents have the right to inspect, copy, or challenge student records prior to their release to the high school. Please contact the McCracken Principal if you wish to inspect or copy the student records. To challenge any portion of the record, you must submit your challenge to the principal in writing.

Note that failing to authorize disclosure of records may adversely impact the educational programming and/or medical treatment of students. Health records, once received by the school district, may not be protected by the HIPAA Privacy Rule, but will become education records protected by the Family Educational Rights. Parents have the right to inspect and copy educational records, and to challenge their contents.

### **Student Records Defined**

School student records are confidential and information from them shall not be released other than as provided by law. A record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except records that are kept in the sole possession of a staff member, are destroyed no later than the student's graduation or permanent withdrawal and are not accessible or revealed to any other person except a temporary substitute teacher and records kept by law enforcement officials working in the school. (Board Policy 7:340 Student Records)

The Student Permanent Record includes basic identifying information, academic transcripts, attendance record, accident and health reports, information pertaining to the release of this record, honors and awards, school sponsored activities, and athletics. The permanent record is sent to the high school upon graduation.

The Student Temporary Record may include information on family background, intelligence and aptitude scores, psychological reports, achievement results, participation in extracurricular Activities, honors and awards, teacher anecdotal records, disciplinary information, special education files, and information pertaining to release of this record.

### **Rights of Parents and Students**

All school records, including permanent and temporary records, shall be available for inspection and duplication according to the provisions of the Family Education Rights and Privacy Act(FERPA), The Illinois School Student Record Act, The Education of the Handicapped Act, and applicable regulations for implementation of these acts.

Parents have the right to inspect and copy the student's education records.

Parents may challenge specific information, exclusive of grades and references to expulsions or out-of-school suspensions, on the basis of accuracy, relevance, or propriety. Requests of this nature should be initiated with the Principal. The parent(s)/guardian(s) may request a hearing and may insert a written statement of reasonable length describing their position on disputed information.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court orders otherwise.

Parents also have the right to prohibit the release of directory information concerning the parent's/guardian's child. (Board Policy 7:340 Student Records)

For information regarding surveys that request personal information from students, please refer to Board Policy 7:15 Student and Family Privacy Rights.

### **Student Programming**

#### **Athletic and Enrichment Activities**

At each school, we offer a variety of enrichment opportunities. Programming may change each trimester, or from year to year. Please visit our website or call our office to secure an enrichment brochure and registration form for the current school year. Note that most activities require a participation fee. Current medical forms and proof of accident insurance coverage are required for students who tryout for a team and/or participate in any after school athletic activities. These must be on file in our health office prior to the first day of tryouts; forms are available in our school office.

Parents electing to pick-up their child from an after-school program are expected to arrive on time. Students waiting more than 15 minutes for parent pick-up twice during an athletic season or

enrichment session may no longer be able to participate in that activity. Students may not participate in athletic and extracurricular activities on the days they are absent from school. Extenuating circumstances may warrant exceptions. Finally, students participating in athletic and enrichment programs are expected to meet school and district expectations. For more information, refer to the following sections in the Board Policy Manual: Section 7:240 - Conduct Code for Participation in Extracurricular Activities, Section 7:300 - Extracurricular Athletics, and Section 6:190 - Extracurricular and Co-curricular Activities.

#### SPACE (Skokie's Place for All Children in Extended Care)

This before and after school day care program, which is operated, staffed and billed by the Skokie Park District, is offered at Meyer and Middleton Schools each school day. If your child is enrolled in an enrichment class and is in the SPACE program, attendance will be taken at both places. Children must be picked up by a parent, guardian, or other authorized person. Information about the SPACE program is available by calling the Skokie Park District at 847.674.1500 ext. 2742.

#### **Every Student Succeeds Act (ESSA) Notices**

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds.

Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the superintendent's office to request this information. You have a right to request 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.
- Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in a field or discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may also request information about assessments. Specifically, which are mandated by ESSA, those that are required by the State of Illinois, and those that are required by the district.

#### **Graduation**

Students are expected to maintain continued academic achievement and appropriate behavior as their eighth grade year comes to a close. In order for students to graduate eighth grade, they must complete all curricular requirements by consistently demonstrating growth toward meeting most learning standards in each class. Students who fail to do so are required to attend the District 73½ Summer School Program. Upon successful completion of this program, students earn their diplomas and the high school registration process is completed.

Students consistently meeting most learning standards in each class are afforded full participation in our graduation activities. Students failing to meet most standards in two or more classes are not permitted to participate in the eighth grade graduation ceremony. Similarly, students failing to meet behavior expectations are subject to disciplinary action, including the withholding of such privileges as participation in our graduation activities. Parent volunteers, students, and staff collaborate in planning the annual graduation dance. Parents and students raise money for the graduation dance through various initiatives. (Board Policy 6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program)

### **Special Education and Section 504 Services**

District 73 ½ is committed to the free and appropriate public education (FAPE) of all students with disabilities who reside within District boundaries and may be eligible for special education and/or related services as required by Article 14 of the Illinois School Code, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Any child, from birth through age 21, who is a resident of the District, is eligible for special education services. District 73½ works cooperatively with the Niles Township District for Special Education (NTDSE) to provide specialized programs for children who are eligible for special education services.

Parent(s)/guardian(s) who believe their child may require special education services should contact the building principal or the Director of Student Services. Requests for a full and individualized case study evaluation must be provided to the District in writing. If it is determined that a case study evaluation is needed to determine eligibility for special education services, parent(s)/guardian(s) will be required to consent to a case study evaluation. Parent(s)/guardian(s) have the right to a report of the evaluation information and to attend any meetings to determine eligibility for services.

For children under the age of 3, monthly screening appointments are available. Contact Niles Township District for Special Education (NTDSE) at 847.965.9040. For children grades 9-12, contact Niles North High School at 847-626-2341.

Questions regarding special education services and requests for a copy of Illinois' special education regulations should be directed to the Director of Student Services, Kristen Moore.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against students with disabilities in all programs that receive federal funds. A student identified as disabled under Section 504 may qualify for services if the disability substantially limits learning. Questions regarding 504 services should be directed to the building administrator.

(Board Policy 6:120 Education of Children with Disabilities)

## **Summer School**

District 73½ offers summer school courses in English language arts and math for students qualifying for Tier II and III services based on fall and winter benchmark assessments. Parents will receive initial summer school recommendations during February parent-teacher conferences. A copy of the recommendation letter will also be mailed home. Students who accumulate twenty or more days of unexcused absences or who fail to demonstrate growth towards meeting most standards may also be recommended for summer school. Parents are responsible for paying summer school tuition. Fee waiver applications for summer school tuition are available in the school office. (Board Policy 6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program)

## **Technology**

### **Computer and Internet Use**

District devices and electronic network, including access to the internet, are part of the District's instructional program. Teachers and students use technology and online learning tools in their classrooms on a regular basis to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Use of the internet at school is a privilege, not a right, and may be revoked at any time. User rules are explained in detail in the Authorization for Access to Electronic Networks (see Appendix A). In order for students to be granted access to District devices, the parent(s)/guardian(s) must sign the Authorization for Access to Electronic Networks and give permission for their child to use the internet independently.

The District uses multiple online learning subscriptions solely for the educational benefit of students, and for no other commercial purpose. The District is fully aware of the information practices of the sites and deem them appropriate.

School rules regarding device and internet use are also explained to students by their teachers. When using the internet students are required to follow the District's policies and procedures, or the student handbook. Failure to comply with these rules will result in loss of access to District devices, and other disciplinary and/or legal actions by the District may be imposed. A brief outline of these rules include but are not limited to the following:

1. I agree to follow teachers'/building/district instructions when using technology.
2. I agree to be polite, considerate, and to use appropriate language.
3. I agree to report and/or help prevent any online bullying, abuse, or harm of others.



4. I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I agree to follow all filters and security measures.
6. I agree to use technology carefully and to conserve district resources.
7. I agree not to share my passwords, except with my teacher or parent/guardian.
8. I agree to use only my own District account. I will not access another individual's files and folders without his/her permission.
9. I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I agree to follow copyright laws.
11. I agree to treat District devices with care and respect.

Following Federal, State and, local laws, Skokie School District 73½ will protect student data. However, students use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel.

For more information regarding safe technology and media use for children, go to: [www.common sense media.org](http://www.common sense media.org). Common Sense Media is a non-profit organization dedicated to helping students/families thrive in a world of media and technology.

**Appendix A**  
**Access to Electronic Networks**  
**Board Policy 6:235 E1**

Exhibit - Authorization for Access to Electronic Networks

*All full and part-time staff and other adult users of the District's computers, including temporary staff, student teachers, and volunteers, must sign this Authorization as a condition for using the District's Technology System connection. Parent(s)/guardian(s) must sign the Authorization before their child is being granted access to district devices. Please read this document carefully before signing. A separate document is included with this handbook for your signature.*

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Access to Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

- 1. Acceptable Use** - Access to the System will (a) support learning and enhance instruction, (b) improve communication and/or (c) for legitimate school business.
- 2. Privileges** - The use of the System is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator 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.
- 3. Unacceptable Use** - The user is responsible for his or her actions and activities involving the System. Some examples of unacceptable uses are:
  - a. Using the System for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized use, downloading and/or installation of any non-district software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the System for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the System for commercial or private advertising;

- l. Accessing, retrieving, viewing, submitting, posting, publishing, or displaying any defamatory, indecent, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the System while access privileges are suspended or revoked.
- n. Using chat rooms, instant messaging, and shared content or social networking web sites for non-district purposes.
- o. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
- p. Send mass electronic mail to multiple users, without prior authorization by the appropriate district administrator.

**4. System Etiquette** - The user is expected to abide by the generally accepted rules of system 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 electronic mail and the G Suite for Education is not private. People who operate the system have access to all online activity. Online behavior relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.

**5. 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.

**6. Indemnification** - The user agrees to indemnify the school 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.

**7. Security** - System security is a high priority. If the user can identify a security problem on the Internet, the user must notify the System Administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**8. 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 computer viruses.

**9. Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on district web sites or file servers without explicit written permission.

- a. For each re-publication (on a web site 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 and staff engaged in producing web pages must provide library media specialists with e-mail 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 web site 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.

#### **10. Use of Electronic Mail and Google Suite for Education**

- a. The District’s electronic mail system, G Suite for Education, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. 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 or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School 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 this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should be immediately deleted and notify 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.
- f. Use of the School District’s electronic mail system and G Suite for Education constitutes consent to these regulations.
- g. Internet Safety
  - 1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.

2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the terms and conditions for access to the district's electronic network contained in these procedures.
3. Each district device 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.
4. Regarding shared content or social networking web sites:
  - a. Users should not post anything that could be taken as a direct threat against fellow students or school staff members.
  - b. Users should not advocate for violation of any laws or school rules.
  - c. Users should not use school resources to publish or view personal shared content or social networking web sites.
  - d. Users should not encourage other students to read or post comments to their personal shared content or social networking web sites while at school.
  - e. Users should make clear to readers that their personal shared content or social networking web sites are not affiliated with or sponsored by the school.
5. The System Administrator and Building Principals shall monitor student Internet access.

Staff members need only sign this *Authorization for Access to Electronic Networks* once while employed by the school district. Families need to sign the accompanying sheet.

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

**I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT TECHNOLOGY SYSTEM, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM.**

DATE: \_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_

**Appendix B**  
**Student Behavior**  
**Board Policy 7:190**

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.

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, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling 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, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - 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 drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical

cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. 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.
- f. 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.
- g. *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, 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.
- h. 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.

1. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
2. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
4. 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.
5. 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.
6. 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.

7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
8. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Entering school property or a school facility without proper authorization.
11. 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, school bus, or at any school activity.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
13. 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.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
16. 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.
17. 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.
18. 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 in which 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 and supports, 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 discipline, including suspension or expulsion, for such behavior.

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

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study 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 shall use this option only 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 policy 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 shall be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement 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.

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 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 or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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 is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

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

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

### Re-Engagement of Returning Students

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

### Required Notices

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

includes modes of transportation to school activities and any public way within 1000 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 certificated [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, Assistant Building Principal, or Dean of Students 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 school days for safety reasons.

#### 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.

ADOPTED: February 13, 2018

**Appendix C**  
**Students Expulsion Procedures**  
**Board Policy 7:210**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - e. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
  
2. The hearing shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
  
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
  
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.

- d. Document that the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

ADOPTED: June 14, 2016

**Appendix D**  
**Students Bus Conduct**  
**Board Policy 7:220**

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School 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 a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

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

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

ADOPTED: June 14, 2016

**Appendix E**  
**Uniform Grievance Procedure**  
**Board Policy 2:260**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act; <https://www.ada.gov/pubs/adastatute08.htm>
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Breastfeeding accommodations for students, 105 ILCS 5/10.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7;
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, and/or programs;
11. Victims' Economic Security and Safety Act, 820 ILCS 180;
12. Illinois Equal Pay Act of 2003, 820 ILCS 112;
13. Provision of services to homeless students; or
14. Illinois Whistleblower Act, 740 ILCS 174/;
15. Misuse of genetic information \*Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S. C. §2000ff et seq.)
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed, under this procedure policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complains, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a

person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate, as used in this policy, “*school business days*” means days on which the District’s main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student’s parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.



Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

Nondiscrimination Coordinator:

Kate Donegan, Superintendent

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Name

8000 East Prairie Road  
Skokie, IL 60076

---

Address

kdonegan@sd735.org  
847.324.0509

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Email and phone number

Complaint Managers:

Dr. Ann C. Williams,  
Chief Financial Officer

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Name

8000 East Prairie Road  
Skokie, IL 60076

---

Address

annwilliams@sd735.org  
847.324.0509

---

Email and phone number

Nathan McBride,  
Director of Technology

---

Name

8000 East Prairie Road  
Skokie, IL 60076

---

Address

nmcbride@sd735.org  
847.324.0509

---

Email and phone number

ADOPTED: February 13, 2018

**Appendix F**  
**Harassment of Student Prohibited**  
**Board Policy 7:20**

Bullying, Intimidation, and Harassment Prohibited

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

Sexual Harassment Prohibited

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, Assistant Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. 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, Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**

Kate Donegan, Superintendent

8000 East Prairie Rd, Skokie, IL 60076

kdonegan@sd735.org

847.324.0509

**Complaint Managers:**

Dr. Ann C. Williams, Chief Financial Officer

8000 East Prairie Rd, Skokie, IL 60076

annwilliams@sd735.org

847.324.0506

Nathan McBride, Director of Technology

8000 East Prairie Rd, Skokie, IL 60076

nmcbride@sd735.org

847.324.0509

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the 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.

ADOPTED: February 13, 2018

**Appendix G**  
**Prevention of and Response to Bullying, Intimidation, and Harassment**  
**Board Policy 7:180**

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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.  
This term (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or 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's or students' in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet

communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

#### Bullying Prevention and Response Plan

The 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 following requirements:

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 view 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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

#### **Nondiscrimination Coordinator:**

Kate Donegan, Superintendent

8000 East Prairie Rd, Skokie, IL 60076

[kdonegan@sd735.org](mailto:kdonegan@sd735.org)

847.324.0509

## Complaint Managers:

Dr. Ann C. Williams, Chief Financial Officer

8000 East Prairie Rd, Skokie, IL 60076

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Nathan McBride, Director of Technology

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1. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students 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.
2. 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 the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - 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 report of the 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 and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act 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.

1. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services and community-based services.
2. 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.
3. 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.

4. 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.
5. The Superintendent or designee shall post this policy on the District's 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 be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
6. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, with limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The 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.

1. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy)
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school provided transportation.
  - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.



- h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) 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 (2) 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.
1. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

ADOPTED: February 13, 2018

**Appendix H**  
**The Family Educational Rights and Privacy Act (FERPA)**  
**Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School**  
**Records**

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* shall include:

Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)  
Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations  
Attendance record  
Accident and health reports  
Record of release of permanent record information in accordance with 105 ILCS 10/6(c)  
Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

Honors and awards received  
School-sponsored activities and athletics  
No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

A record of release of temporary record information in accordance with 105 ILCS 10/6(c)  
Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)  
Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction  
Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit  
Completed home language survey

The *temporary record* may include:

Family background information

Intelligence test scores, group and individual

Aptitude test scores

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary and secondary achievement level test results

Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

Honors and awards received

Teacher anecdotal records

Other disciplinary information

Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals

Verified reports or information from non-educational persons, agencies, or organizations

Verified information of clear relevance to the student's education

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

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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

**8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## Appendix I

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply 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.)

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Skokie School District 73½ has developed adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Skokie School District 73½ will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Skokie School District 73½ will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Skokie School District 73½ will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**Appendix J**  
**District 73½ Asbestos Management Plan**

This is to inform staff and community members of the status of Skokie School District 73½'s asbestos management plans. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings have been inspected for asbestos. Since 1987, Skokie School District 73½ has had an approved asbestos management plan for McCracken and Middleton schools. Meyer School was built using no asbestos containing materials. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

Over the years, significant asbestos removal and encapsulation have been carried out, always according to all laws and guidelines. The records are kept as part of the management plan and are available for public review in the Business Office. Should you wish to review the plans, please call to make an appointment between the hours of 8:00 a.m. and 4:30 p.m.

Any concerns relative to asbestos containing materials should be directed to:

Dr. Ann Williams, Business Office, 8000 East Prairie Rd., Skokie, IL 60076, 847.324.0509