



# Parent & Student Handbook

## 2019-2020

*Included in this Parent/Student Handbook are summaries of School Board policies in effect as of the revision date indicated below. Policies represented may be amended during the year without notice. School Board Policies, in their entirety, are available to the public at the District Office and on the District website <https://www.winnetka36.org/board/policies>*

# Welcome

This handbook provides information about The Winnetka Public Schools District 36. It contains a summary of School Board policies governing the District. These policies are regularly reviewed and updated. Parents are recommended to access School Board Policies in their entirety at [www.winnetka36.org/board/policies](http://www.winnetka36.org/board/policies). School Board Policies are also available to the public at the District Office. This handbook may be amended as necessary during the school year without notice. For additional information, please contact the District Office or any school office.

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1235 Oak Street, Winnetka, IL  
847-446-9400  
Hours: 8:00 A.M.–4:30 P.M

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# 2019-2020 Calendar

## 2019

August 26	No School (Teacher Institute Day) .....	Monday
August 27	No School (Teacher Institute Day) .....	Tuesday
August 28	School Open - Half Day (Grades K-8) .....	Wednesday
	Teacher Institute Day in PM	
September 2	No School (Labor Day) .....	Monday
September 30	No School (Rosh Hashanah) .....	Monday
October 9	No School (Yom Kippur) .....	Wednesday
October 17	Half Day (Grades K-8) .....	Thursday
	Conferences in PM	
October 18	No School (Conference Reporting Day) .....	Friday
November 1	No School (Teacher Institute Day) .....	Friday
November 27-29	No School (Thanksgiving Holiday) .....	Wednesday - Friday
December 21	Winter Break Begins (No School) .....	Monday

## 2020

January 6	Schools Reopen .....	Monday
January 17	No School (Teacher Institute Day) .....	Friday
January 20	No School (Martin Luther King, Jr. Day) .....	Monday
February 6	Half Day (Grades K-8) Conferences in PM .....	Thursday
February 7	No School (Conference Reporting Day) .....	Friday
February 17	No School (Presidents Day) .....	Monday
March 23	Spring Break Begins .....	Monday
March 30	Schools Reopen .....	Monday
April 10	No School (Good Friday) .....	Friday
May 22	Half Day (Grades K-8) .....	Friday
	Teacher In-service PM	
May 25	No School (Memorial Day) .....	Monday
June 9	Anticipated Last Day of School (Grades K-7) .....	Tuesday
	Half Day - Teacher Institute Day in PM	
June 10-12, 15-16	To be used in the event of emergency closing	

# School Board

## Members

<b>Name</b>	<b>Role</b>	<b>Dates of Service</b>
Dawn Livingston	<i>President</i>	2015–2023
Steve Cirulis	<i>Vice President</i>	2017–2021
Emily Rose	<i>Secretary</i>	2019–2023
Maxie Clarke	<i>Member</i>	2019–2023
Scott Conine	<i>Member</i>	2017–2021
Megan Panje-Wilson	<i>Member</i>	2019–2023
Nat Roberts	<i>Member</i>	2017–2021

The School Board meeting schedule is posted at [www.winnetka36.org/board/documents](http://www.winnetka36.org/board/documents). The public is welcome. Notices of meetings are placed in the District Office, on the District Website, and at the building entrance of the meeting location. Board member biographies, Board communications, Board policies, Board meeting calendar, Board meeting agenda, Board meeting minutes, Board meeting packets, and video podcasts of Board meetings and are available at [www.winnetka36.org/schoolboard](http://www.winnetka36.org/schoolboard).

## Regularly Scheduled School Board Dates

See [www.winnetka36.org/board/documents](http://www.winnetka36.org/board/documents) for updated information and location. The following Regularly scheduled School Board meetings for the 2018-2019 school year will be held at the Hubbard Woods Resource Center, 1110 Chatfield Road, Winnetka, unless otherwise noted.

- August 26, 2019, Monday
- September 24, 2019
- October 22, 2019
- November 19, 2019
- December 17, 2019
- January 28, 2020
- February 25, 2020
- March 17, 2020
- April 21, 2020
- May 19, 2020
- June 11, 2020, Thursday

# Administration

**Administrative Offices** 1235 Oak Street, Winnetka, IL; 847-446-9400; Hours: 8:00 A.M.–4:30 P.M.

[www.winnetka36.org](http://www.winnetka36.org)

Dr. Trisha Kocanda, <i>Superintendent</i>	<a href="mailto:trishakocanda@winnetka36.org">trishakocanda@winnetka36.org</a>	847-446-9400
Brad Goldstein, <i>Chief School Business Official</i>	<a href="mailto:bradgoldstein@winnetka36.org">bradgoldstein@winnetka36.org</a>	847-501-2522
Kelly Tess, <i>Asst. Supt. of Professional Dept. &amp; HR</i>	<a href="mailto:kellytess@winnetka36.org">kellytess@winnetka36.org</a>	847-501-2683

## Superintendent's Office

Linda Wehrheim, <i>Executive Assistant to Superintendent</i> <i>Executive Assistant to School Board</i>	<a href="mailto:lindawehrheim@winnetka36.org">lindawehrheim@winnetka36.org</a>	847-501-2727
Carolyn Huh, <i>Registrar/District Office Coordinator</i>	<a href="mailto:carolinhuh@winnetka36.org">carolinhuh@winnetka36.org</a>	847-501-2721

## Buildings & Grounds

Adam Rappaport, <i>Director of Buildings &amp; Grounds</i>	<a href="mailto:adamrappaport@winnetka36.org">adamrappaport@winnetka36.org</a>	847-501-3140
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## Business Office

Mary Lee, <i>Business Office Administrative Assistant</i>	<a href="mailto:marylee@winnetka36.org">marylee@winnetka36.org</a>	847-501-2697
Robert de Berard, <i>Accounts Payable</i>	<a href="mailto:robertdeberard@winnetka36.org">robertdeberard@winnetka36.org</a>	847-501-2604
Susan Hasselson, <i>Payroll</i>	<a href="mailto:susanhasselson@winnetka36.org">susanhasselson@winnetka36.org</a>	847-501-2022
Amy Huisel, <i>Bookkeeper</i>	<a href="mailto:amyhuisel@winnetka36.org">amyhuisel@winnetka36.org</a>	847-501-2527
Annie Lascelles, <i>Publications/On Deck!</i>	<a href="mailto:annielascelles@winnetka36.org">annielascelles@winnetka36.org</a>	847-501-4025

## Communications

Katharine Hughes, <i>Communications Coordinator</i>	<a href="mailto:katehughes@winnetka36.org">katehughes@winnetka36.org</a>	847-501-5174
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## Curriculum

Barry Rodgers, <i>Dir. of Innovation, Teaching &amp; Learning</i>	<a href="mailto:barryrodgers@winnetka36.org">barryrodgers@winnetka36.org</a>	847-501-5504
Amara Martini, <i>Curriculum/Tech Administrative Assistant</i>	<a href="mailto:amaramatrini@winnetka36.org">amaramatrini@winnetka36.org</a>	847-501-5468
Tammy Kerouac, <i>Teacher on Special Assignment</i>	<a href="mailto:tammykerouac@winnetka36.org">tammykerouac@winnetka36.org</a>	

## Human Resources

Karen Foley, <i>Human Resources Administrative Assistant</i>	<a href="mailto:karenfoley@winnetka36.org">karenfoley@winnetka36.org</a>	847-501-2777
Jessica Lerner, <i>Benefits</i>	<a href="mailto:jessicalerner@winnetka36.org">jessicalerner@winnetka36.org</a>	847-501-2832

## Student Services

Elizabeth Martin, <i>Director of Student Services</i>	<a href="mailto:bethmartin@winnetka36.org">bethmartin@winnetka36.org</a>	847-501-2622
Laura Hershner, <i>Pupil Services Administrative Assistant</i>	<a href="mailto:laurahershner@winnetka36.org">laurahershner@winnetka36.org</a>	847-501-2735

**Technology Offices** 520 Glendale Ave, Winnetka, IL; 847-501-4530; Hours: 8:00 A.M.–4:30 P.M.

Maureen Chertow Miller, <i>Director of Technology</i>	<a href="mailto:maureenmiller@winnetka36.org">maureenmiller@winnetka36.org</a>	847-501-5399
Lance Gilchrist, <i>Web Coordinator</i>	<a href="mailto:lancegilchrist@winnetka36.org">lancegilchrist@winnetka36.org</a>	847-501-5465
Jenn Marshall, <i>Technology Support Coordinator</i>	<a href="mailto:jennmarshall@winnetka36.org">jennmarshall@winnetka36.org</a>	847-501-5467
Robert Repp, <i>Network Coordinator</i>	<a href="mailto:robrepp@winnetka36.org">robrepp@winnetka36.org</a>	847-501-2848
Beth Migalla, <i>Information &amp; Database Coordinator</i>	<a href="mailto:bethmigalla@winnetka36.org">bethmigalla@winnetka36.org</a>	847-501-5416

# School Buildings

**Crow Island School** (Grades K–4) 1112 Willow Road; Winnetka, IL; 847-446-0353

[www.winnetka36.org/crowisland](http://www.winnetka36.org/crowisland)

Dr. Julie Pfeffer, <i>Principal</i>	<a href="mailto:juliepfeffer@winnetka36.org">juliepfeffer@winnetka36.org</a>	847-501-4283
Lindy Schmidt, <i>Secretary</i>	<a href="mailto:lindyschmidt@winnetka36.org">lindyschmidt@winnetka36.org</a>	847-501-4738
Christine Demas-Hall, <i>Entrance Monitor</i>	<a href="mailto:christinedemas-hall@winnetka36.org">christinedemas-hall@winnetka36.org</a>	847-501-4657
Christine Hahn, <i>Nurse</i>	<a href="mailto:christinehahn@winnetka36.org">christinehahn@winnetka36.org</a>	847-446-1048

**Greeley School** (Grades K–4) 275 Fairview Avenue; Winnetka, IL; 847-446-6060

[www.winnetka36.org/greeley](http://www.winnetka36.org/greeley)

Joshua Swanner, <i>Principal</i>	<a href="mailto:joshuaswanner@winnetka36.org">joshuaswanner@winnetka36.org</a>	847-501-5054
Gordon Schreiber, <i>Secretary</i>	<a href="mailto:gordonschreiber@winnetka36.org">gordonschreiber@winnetka36.org</a>	847-501-5005
Leslie Jenner, <i>Entrance Monitor</i>	<a href="mailto:lesliejenner@winnetka36.org">lesliejenner@winnetka36.org</a>	847-501-5082
Jill Fleming, <i>Nurse</i>	<a href="mailto:jillfleming@winnetka36.org">jillfleming@winnetka36.org</a>	847-446-2638
Leslie Ritter, <i>Nurse</i>	<a href="mailto:leslieritter@winnetka36.org">leslieritter@winnetka36.org</a>	847-446-2638

**Hubbard Woods School** (Grades K–4) 1110 Chatfield Road; Winnetka, IL; 847-446-0920

[www.winnetka36.org/hubbardwoods](http://www.winnetka36.org/hubbardwoods)

Beth Carmody, <i>Principal</i>	<a href="mailto:bethcarmody@winnetka36.org">bethcarmody@winnetka36.org</a>	847-501-3804
Margie Karrabas, <i>Secretary</i>	<a href="mailto:margiekarrabas@winnetka36.org">margiekarrabas@winnetka36.org</a>	847-501-3875
Rosa Kanellos, <i>Entrance Monitor</i>	<a href="mailto:rosakanellos@winnetka36.org">rosakanellos@winnetka36.org</a>	847-501-3867
Ashley Jaskowski, <i>District Certified School Nurse</i>	<a href="mailto:ashleyjaskowski@winnetka36.org">ashleyjaskowski@winnetka36.org</a>	847-501-3863

**The Skokie School** (Grades 5–6) 520 Glendale Avenue; Winnetka, IL; 847-441-1750

[www.winnetka36.org/skokie](http://www.winnetka36.org/skokie)

Betty Weir, <i>Principal</i>	<a href="mailto:bettyweir@winnetka36.org">bettyweir@winnetka36.org</a>	847-501-5588
Larry Joynt, <i>Assistant Principal</i>	<a href="mailto:larryjoynt@winnetka36.org">larryjoynt@winnetka36.org</a>	847-501-5432
Kath Horton, <i>Secretary</i>	<a href="mailto:kathhorton@winnetka36.org">kathhorton@winnetka36.org</a>	847-501-5501
Carol Zalinski, <i>Entrance Monitor</i>	<a href="mailto:carolzalinski@winnetka36.org">carolzalinski@winnetka36.org</a>	847-501-5505
Marianne Siegel, <i>Nurse</i>	<a href="mailto:mariannesiegel@winnetka36.org">mariannesiegel@winnetka36.org</a>	847-501-5520

**Carleton Washburne School** (Grades 7–8) 515 Hibbard Road; Winnetka, IL; 847-446-5892

[www.winnetka36.org/washburne](http://www.winnetka36.org/washburne)

Andrew Fenton, <i>Principal</i>	<a href="mailto:andrewfenton@winnetka36.org">andrewfenton@winnetka36.org</a>	847-501-3514
Ben Horwitz, <i>Assistant Principal</i>	<a href="mailto:benhorwitz@winnetka36.org">benhorwitz@winnetka36.org</a>	847-501-3498
Sharon Callahan, <i>Secretary</i>	<a href="mailto:sharoncallahan@winnetka36.org">sharoncallahan@winnetka36.org</a>	847-501-3461
MaryAnn Maurantonio, <i>Secretary</i>	<a href="mailto:maryannmaurantonio@winnetka36.org">maryannmaurantonio@winnetka36.org</a>	847-501-3444
Nina Eilers, <i>Nurse</i>	<a href="mailto:ninaeilers@winnetka36.org">ninaeilers@winnetka36.org</a>	847-501-3448

# About Our Schools

## A Personalized Approach to Your Child's Education

The Winnetka Public Schools has a rich heritage built on a child-centered tradition. The District has long been in the forefront of education as an innovative system and a leader in the development of individualized instruction.

This tradition of emphasis on the child's needs continues today through the constant updating of teaching methods, academic skill-building techniques, and curriculum. In addition, Resource Centers in each school afford opportunities for pursuing special interests or projects and the school program offers a full range of exploratory activities such as vocal music, instrumental music, kinetic wellness, art, and drama.

The most important element in your child's success, however, is the classroom teacher, the one who will know him/her best. In working with your child, the teacher depends on you, the parents/guardians. Close cooperation between the home and school is essential.

Parent-teacher conferences are scheduled at specific times throughout the year and additional conferences can be arranged. If you have a question or a concern, the first people to talk to are the teacher and the principal. If there is still a question, the superintendent is always willing to help. This is the most effective way to deal with a concern. You are invited to visit the schools and to take part in various school activities. All visitors should report to the entrance monitor.

## Registration Information

Any child new to The Winnetka Public Schools should register at the District Office, 1235 Oak Street, Winnetka, Illinois. Evidence of birth date must be presented at registration. An original birth certificate or certified copy of the child's birth certificate must be provided within 30 days of registration. Physical and dental examination forms are required by the 1<sup>st</sup> day of school. Children who will be five years old on or before September 1 are eligible for entrance to kindergarten. If you are interested in appealing this eligibility deadline, please contact the District Registrar at the District Office.

## Insurance

Student Accident Insurance is available through an independent group insurance policy. Literature explaining coverage, costs, and enrollment is available at [www.winnetka36.org/parents/forms](http://www.winnetka36.org/parents/forms).

## Absence Procedures

### Absences

Please notify the school whenever your child is absent. The school must receive a note or a phone call (please call attendance line – school nurse for your building) as soon as possible, but no later than 9:00 AM on the day of the child's absence from school for any reason. Because of the school's responsibility to your child during school hours, always notify the school if your child who was present in the morning and remains at home in the afternoon.



## **Family Vacations**

We place a high value on your child's attendance and discourage absenteeism that results from a family vacation.

## **Medical and Dental Appointments**

Medical and dental appointments should be scheduled during out-of-school hours.

## **Requests for Leaving School (Crow Island, Greeley, and Hubbard Woods Schools)**

A child leaving school should be cleared through the school office and his/her teachers should be notified in writing. At the elementary schools, parents must sign their children in and out of school at the entrance monitor's desk.

## **Procedure for Leaving School (The Skokie School and Carleton Washburne School)**

1. Contact the school or bring a written request initialed by the teacher or advisor to the entrance monitor.
2. Have the entrance monitor issue "Permit To Leave School."
3. Sign out personally with the entrance monitor at time of departure.
4. An adult must sign out students leaving early in person or through call system.
5. Sign in personally with the entrance monitor upon returning during the school day and get a pass to class.

## **Messages at School**

Teachers are not called to the telephone during school hours. If you wish to contact a teacher, leave a detailed message in the teacher's voicemail and the teacher will return your call. Messages for children should be limited to emergencies.

## **Student Services**

Each District 36 school offers comprehensive special education and related services for the special needs of its students. For further information, please contact Elizabeth Martin, *Director of Student Services*, District Office, 1235 Oak Street, 847-446-9400.

## **Bicycle Safety, Scooters, Skateboards etc.**

Children entering third grade and those who are older may ride bicycles to school. All bicycles should be registered with the Winnetka Police Department. Helmets are strongly advised.

Riders are required to walk bicycles on school grounds. Bicycles are to be parked in racks and should be kept locked whenever parked on school property.

Scooters and roller blades must be walked or carried once on school grounds and may not be used on school grounds. They must be kept in lockers during the school day. Roller blades must be exchanged for shoes. [See policy 8:30](#) regarding student conduct on school property.

## **Elementary Strings Program**

Elementary strings students in grades 1–4 have the opportunity to study the violin, viola, or cello. This is a pull-out program during the school day; lessons are 30 minutes per week on a rotational schedule.

Learn more about this program at [www.winnetka36.org/elementarystrings](http://www.winnetka36.org/elementarystrings).

## **On Deck! Before- and After-School Child Care Program**

The “On Deck!” Before- and After- School Program provides care for elementary-school-age children before and after regular school hours. Children may enroll from one to five days a week in the afternoons and/or mornings or attend on a drop-in basis with advance reservations. The program is fee-based and held at The Skokie School, Registration for this Program (including one-way parent-paid bus service) can be completed during online registration or at the District Office. For further information, visit [www.winnetka36.org/ondeck](http://www.winnetka36.org/ondeck).

## **After-School Sports**

The After-School Sports Program is supported by fees paid by participating students. Activities are seasonal and are an outgrowth of the Kinetic Wellness program. Times, days, activities, and fees will be announced in the school newsletters. Parents and students will be required to review and comply with concussion protocols and policies as outlined in Policy [Z:305 Student Athlete Concussions and Head Injuries](#).

## **Chorus**

Chorus is a non-fee program offered in each school. Practice times vary in each school. Times and days will be announced by the chorus directors.

## **Adventures in Learning**

The **Adventures in Learning** summer school program is offered on a tuition basis. Students may select from a variety of special interest courses that are not offered during the regular school year. Both enriching and remedial experiences are offered. Information about the program is available at [www.winnetka36.org/adventures](http://www.winnetka36.org/adventures).

## **Lunch at School**

Seventh and eighth grade students may bring lunch from home or purchase lunch. Fifth and sixth grade students may bring lunch from home. On special lunch days, students will have a choice of bringing or buying their lunches.

A supervised, bring-your-own-lunch program is provided in each of the elementary schools. A fee is charged for milk and juice. Registration is required and available during online registration and at the District Office. Lunch options are provided by School PTOs.

Questions should be directed to the District Office, 1235 Oak Street, 847-446-9400.

# Legal Notices

## [Attendance and Truancy \(Policy 7:70\)](#)

### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school). (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant or chronically truant

students, including parent-teacher conferences, student and/or family counseling, or

information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure*.

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

### [Residence \(Policy 7:60\)](#)

#### **Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence shall be verified annually during the registration process.

Legal custody for regular education students means one of the following:

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

A student may also attend school in this District on a tuition-free basis if the student has been

placed under the temporary custody or guardianship of the Guardianship Administrator of

the Department of Children and Family Services and the student was placed by the Department of Children and Family Services with a foster parent or placed in another type of child care facility and the foster parent or child care facility is located in a school district other than the child's former school district and it is determined by the Department of Children and Family Services to be in the Child's best interest to maintain attendance at his or her former school district; or

The residency of students who are provided special education services by the District is based on the parent or student residency in accordance with the following:

1. The Student's parent or guardian resides in the District and
  - a. the parent has legal guardianship; or
  - b. an individual guardian has been appointed by the courts; or
  - c. an Illinois public agency as legal guardianship and the student resides either in the home of the parent or within the same district as the parent; or
  - d. an Illinois court orders a residential placement but the parents retain legal guardianship.

In cases of divorced or separated parents, when only one parent has legal guardianship or custody, the district in which the parent having legal guardianship or custody resides in the resident district. When both parents retain legal guardianship or custody, the resident district is the district in which either parent provides the student's primary regular fixed night-time abode resides; provided that the election district may be made only one time per school year.

2. The student resides in the District and
  - a. the parent has legal guardianship but the location of the parent is unknown; or
  - b. an individual guardian has been appointed but the location of the guardian is unknown; or
  - c. an Illinois public agency has legal guardianship and has placed the student residentially outside of the school district in which the parent lives.

In cases where an Illinois public agency has legal guardianship and has placed the student residentially outside of Illinois, the last school district of student residence for at least 45 days shall continue to be the district of residence until the student is no longer under guardianship of an Illinois public agency or until the student is returned to Illinois.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily education and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role

and responsibility of the person with whom their child is living, (b) that the person with whom



the child is living has full control over the child regarding daily educational and medical decisions in case of emergency; and (c) the reason the child lives with the person asserting legal custody over the child, other than to receive an education in the District.

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

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

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

### **Requests for Non-Resident Student Admission**

Non-resident students may attend District schools upon the approval of a written request submitted to the Superintendent or designee by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient availability and capacity of instructional space and personnel.
3. The student's parent(s)/guardian(s) will be charged the amount of tuition as indicated on the prior year's Audited Financial Report.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school and school-related activities.

### **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### **Challenging a Student's Residence Status**

The Superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but is not limited to, interviews, completion of questionnaires, observations, and home visits. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Superintendent shall make a decision as to the student's residency. If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is



due, and the date by which the student will no longer be allowed to attend school in the District. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the *School Code*, 105 ILCS 5/10-20.12b.

### **Exceptions**

If the person seeking to enroll a student plans to move into the District but will not take possession of their residence until after the student is scheduled to begin classes, enrollment will be permitted only upon tender of a check for one semester's tuition.

- A. If the person and student move into their new residence and present proof of physical presence in the residence with the intent to make it their permanent home to the District within 60 calendar days of enrollment, the District will return their tuition check in full.
- B. If the person and student move into their new residence after this 60 calendar day period has expired, they will be charged tuition for the period they were not residents and a prorated amount of their tuition will be returned.
- C. To qualify students for enrollment in The Winnetka Public Schools, the parents must furnish to the Superintendent or his/her designee one of the following:
  - i. An agreement to purchase residential property in District 36, signed by seller and parents/guardians as buyer, which recites a closing date within 60 calendar days after the enrollment date.
  - ii. A copy of a lease agreement, signed by landlord and parents/guardians as tenant, giving the parents/guardians occupancy of a house or apartment in the District within 60 calendar days after the enrollment date; or
  - iii. A copy of an agreement with a building contractor, signed by the contractor and parents/guardians, for the construction of a dwelling in the District with a contract including an occupation date of not later than 60 calendar days after the enrollment date.
- D. Upon receipt of written request, received no later than 30 calendar days prior to school resuming after winter break, tuition may be extended for a second semester with the same provisions as for first semester. The first semester's tuition payment, however, will not be refunded. Under no circumstances may tuition be extended beyond one full school term.

### **Administering Medicines to Students (Policy 7:270)**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this

policy and its implementing procedures.

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

The Building Principal shall include this policy in the *Student Handbook* and shall provide a copy to the parents/guardians of students.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/ guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

### **School District Supply of Undesignated Epinephrine Injectors**

The Superintendent or designee shall implement [Section 22-30\(f\)](#) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

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

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

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

### **Void Policy**

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

### **Administration of Undesignated Medication**

Upon any administration of an epinephrine injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

### **Disclaimers**

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in [Section 22-30\(c\)](#) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated epinephrine injector. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

### **Student Athlete Concussions and Head Injuries (Policy 7:305)**

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

1. Fully implement the Youth Sports Concussion Safety Act that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics

practice or competition following a force of impact believed to have caused a

concussion. The Superintendent of designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.

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

Require all student athletes to view the Illinois High School Association's video about concussion.
  3. Inform student athletes and their parents/guardians about this policy in the Agreement to



Participate or other written instrument that a student athlete and his or her

parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

4. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
5. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
6. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

## **Health, Eye, and Dental Examinations, Immunizations, and Exclusion of Students (Policy 7:100)**

### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required from students in grade 6 beginning with the 2015-2016 school year.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

5. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

#### Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

#### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before October 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

#### Exemptions

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

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy [7:280](#), *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

### Homeless Child

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

### **School Wellness (Policy 6:50)**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

#### **Goals for Nutrition Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*.

#### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development

of movement skills, enhances health-related fitness, increases students'

knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, Exemption from Physical Education.

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, Exemption from Physical Education.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

### **Nutrition Guidelines for Foods Available in Schools During the School Day**

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA).

### **Recordkeeping**

The Superintendent or designee shall retain records to document compliance with this policy.

### **Free and Reduced-Price Food Services (Policy 4:130)**

#### **Notice**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs. For additional information and to apply visit [www.winnetka36.org/parents/forms](http://www.winnetka36.org/parents/forms)

#### **Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

#### **Notification**

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### **Nondiscrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

## **Appeal**

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

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

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

## **Waiver of Student Fees (Policy 4:140)**

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

## **Notification**

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/ guardians in completing the application are available.

## **Eligibility Criteria**

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;

- Emergency situations;



- When one or more of the parents/guardians are involved in a work stoppage.

## **Verification**

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

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

## **Determination and Appeal**

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

## **Release During School Hours (Policy 7:90)**

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

## **Early Dismissal Announcement**

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

## **Release Time for Religious Instruction/Observance (Policy 7:80)**

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

## **Student and Family Privacy Rights (Policy 7:15)**

## **Surveys**

All surveys requesting personal information from students, as well as any other instrument

used to collect personal information from students must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. The District will not utilize class time or use instructional time to administer a survey, unless it is of educational benefit to our students and programs, as ultimately determined by the Superintendent. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### **Survey Requesting Personal Information**

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

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/ or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### **Instructional Material**

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and

materials in electronic or digital formats (such as materials accessible through the Internet).

The term does not include academic tests or academic assessments.

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the *Individuals with Disabilities Education Act* (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

### **Selling or Marketing Students’ Personal Information Is Prohibited**

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

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

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

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

### **Notification of Rights and Procedures**

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

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

## **School Admissions and Student Transfers to and from Non-District Schools (Policy 7:50)**

### **Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

### **Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure; govern the enrollment of homeless children.

### **Foster Care Students**

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

### **Student Transfers To and From Non-District Schools**

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### **[Early Entrance and Acceleration \(Policy 6:135\)](#)**

The District shall implement, for all students, a process for considering requests for early entrance and acceleration. Eligibility to participate shall not be conditioned upon the protected classifications identified in Board policy [7:10](#), *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement a procedure that includes:

1. Recommendations/requests for early entrance to kindergarten or first grade or acceleration (provided by a certified teacher, administrator, and/or parent/guardian)
2. Decision-making processes that are fair, equitable, and involve multiple individuals including the student's parent(s)/guardian(s)
3. Assessment processes that include multiple valid, reliable indicators.
4. Communication processes that include notification to a student's parent(s)/guardian(s) of a decision affecting a student's participation in early entrance or acceleration; and



5. Written plan detailing the type of acceleration the child will receive and strategies to support the child.

### **Early Entrance and Acceleration Notice**

Grade acceleration is the practice of assigning a student to a higher grade level than is typical, given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in all subject areas. Grade acceleration applies to 2nd-8th Grade.

Single subject acceleration is the practice of assigning a student to a higher subject level than is typical, given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas. It may be accomplished by either: a) physically moving the student to a higher level class for instruction; or b) using higher level curricular or study materials in the student's current classroom. Single subject acceleration applies to 3rd-8th Grade.

For information related to application deadlines and application process, visit the District website at <https://www.winnetka36.org/Page/230>

### **Accommodating Individuals With Disabilities (Policy 8:70)**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to

the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

### **Transportation (Policy 4:110)**

The District may make available a student transportation program. This service will be provided by an outside contractor secured through competitive bidding as required by State statutes. Students utilizing the District transportation program shall pay a fee, adopted annually by the Board, for this service. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with [Section 45/1-15](#) of the Education for Homeless Children Act.

Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Chief Financial Officer and shall be altered only with the Chief Financial Officer's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### **Pre-Trip and Post-Trip Vehicle Inspection**

The Superintendent or designee, in consultation with the contractor, shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

All contractors for transportation should adhere to State and federal law and regulations requiring a drug and alcohol-testing program for school bus and commercial vehicle drivers. The contractor shall provide a copy of the alcohol and drug testing requirements in their bid documents, and ensure they are adhered to.

## **Student Appearance (Policy 7:160)**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the *Student Handbook*.

## **Teen Dating Violence Prohibited (Policy 7:185)**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that fully implements and enforces each of the following Board policies:

- a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
    - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
  3. Incorporates age-appropriate instruction in grades 7 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
  4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
  5. Notifies students and parents/guardians of this policy.

## **Suicide and Depression Awareness and Prevention (Policy 7:290)**

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

### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code [Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy [6:60](#), *Curriculum Content*, which implements [105 ILCS 5.2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy [5:100](#), *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy [6:65](#), *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);
  - b. Board policy [6:270](#), *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. Board policy [7:250](#), *Student Support Services*, implementing the Children's Mental Health Act of 2003, [405 ILCS 49/](#) (requiring protocols for responding to students with social,

- emotional, or mental health issues that impact learning ability); and
- d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
  4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy [7:250](#), *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy [6:270](#), *Guidance and Counseling Program*, and Board policy [7:250](#), *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

### Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy [2:240](#), *Board Policy Development*.

### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

### Implementation

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

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

### **Teacher Qualifications (Policy 5:190)**

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois certificate with appropriate endorsements that legally qualifies the

- teacher for the duties for which the teacher is employed.
- b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
- All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed.
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

## Curriculum

### **Instructional Material (Contained in Policy 7:15)**

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

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

### **Access to Electronic Networks (Policy 6:235)**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/ guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Organization of Instruction (Policy 6:30)**

The School District has instructional levels for grades K through 8. The Superintendent shall annually present to the School Board a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

#### **Grouping for Instruction**

Grouping within a school or within a classroom is the responsibility of each Building Principal, with input provided by the respective staff. The aim of grouping is to place each student in an appropriate and comfortable learning situation.

#### **Team Teaching**

Teachers may team teach upon approval of the Superintendent or designee.

#### **Individualized Instruction**

Provision for individual differences shall be given high priority in planning the instructional program, in choosing teaching methods and materials, and in evaluating results.

#### **Kindergarten**

The District maintains an extended-day program and half-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law.

### **Curriculum Content (Policy 6:60)**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.



3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy [6:235](#), *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course. For exemptions and substitutions, see policy [7:260](#), *Exemption from Physical Education*.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

12. In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933- 1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
17. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

### **Grading, Reporting, and Promotion (Policy 6:280)**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on State or other testing assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

### **Conferences and Reporting**

Parents shall be informed at regular intervals regarding the progress of their children in school. The Board endorses the use of various avenues of communication with parents, including the following:

1. Parent-teacher conferences which shall be conducted on a regular basis.
2. Written pupil progress reports which teachers shall submit to parents according to a regular schedule.
3. Additional methods for reporting, such as open house, parent education meetings and newsletters shall be the responsibility of each school.
4. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared shall be encouraged. Teachers also shall make every effort to be available to meet with parents whenever a parent feels the need requires it.

### **Student Testing and Assessment Program (Policy 6:340)**

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy [6:280](#), *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy [7:340](#), *Student Records*, and its implementing procedures govern recordkeeping and access issues.

## **Student Behavior**

In all disciplinary action, the staff should be mindful of the fact that they are dealing with individual personalities and that it is sometimes more important to discover the causes of misbehavior than merely to suppress it. Thoughtful discipline can be a means of fostering growth toward maturity and responsibility.

Cooperation among parents, teachers, and administrators is both necessary and desirable. In

order for students to benefit from disciplinary procedures, it is important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students; a student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods, which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

### **Student Behavior (Policy 7:190)**

#### **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 materials.
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 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 under State law.
  - 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, pyre caffeine in table or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal

drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

- 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.

4. 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.
5. 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. 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.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations 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 early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or 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**

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

Disciplinary measures may include:

1. Notifying parent(s)/guardians
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 the transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detailing 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.
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.
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 agreements between the District and local 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.

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 alike” 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.

### **Bus Conduct (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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### **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.

### **Search and Seizure (Policy 7:140)**

#### **Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled

by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by

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

### **Students**

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

When feasible, the search should be conducted as follows:

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

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

### **Seizure of Property**

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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

### **[Conduct Code for Participants in Extracurricular Activities \(Policy 7:240\)](#)**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity.

The conduct code shall be reviewed by the Building Principal periodically at his or her

discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

### **Preventing Bullying, Intimidation, and Harassment (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 parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or



4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

*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 views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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:**

**Dr. Daniel Ryan, Assistant Superintendent of Professional Learning/Human Resources,  
1235 Oak Street, Winnetka, IL 60093, 847-446-9400**

**Beth Martin, Director of Student Services, 1235 Oak Street, Winnetka, IL 60093, 847-446-9400**

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent, Building Principal, 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.
5. The Superintendent, Building Principal, 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, Building Principal, or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and the District or school shall provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The District 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.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Policy shall be posted on the District's Internet website, if any, and included in the student handbook, and, where applicable, posted 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.
11. The District shall review and re-evaluate its bullying prevention policy and make necessary and appropriate revisions every two years. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification 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.

12. The District's bullying prevention plan must be consistent with other Board policies.

## **Free Appropriate Public Education**

### **Education of Children with Disabilities (Policy 6:120)**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special*

*Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

## **Nondiscrimination**

### **Equal Educational Opportunities (Policy 7:10)**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **Administrative Implementation**

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

policy and grievance procedure.

## **Harassment of Students Prohibited (Policy 7:20) Definitions**

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

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

Bullying may take various forms, including, but not limited to, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

**Hazing** - Hazing is any act that subjects a student to electronic, written, physical or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual student or group of students for the purpose of initiation, maintaining membership, or holding office in any organization, club or athletic team, whether or not such group is recognized or informal.

**Harassment** - Harassment includes any unwelcome electronic, written, physical or verbal conduct, contact or communication that is motivated by or related to individual characteristics such as race, color, national origin, gender, economic status, disability, religion, religious affiliation or sexual orientation and that creates or can reasonably be predicted to create an intimidating, hostile or offensive educational environment. Although harassment that creates an intimidating, hostile or offensive environment can take many forms, some examples include name-calling, jokes, gestures or looks, posting, or distribution of derogatory pictures, notes or graffiti, blocking, pushing, hitting or other forms of physical aggression. Where harassment is , it may also include such conduct as persistent unwelcome attempts to interact with another, gesturing in a suggestive fashion, spreading of rumors, aggressive physical conduct such as kissing, touching or pulling at clothes. Sexual harassment also includes unwelcome sexual advances or requests for sexual favors when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of the receipt of educational or other school-related benefits; or
2. Submission to or rejection of such conduct by an individual is used as the basis for educational or other school-related decisions affecting that individual.

### 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, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Any district student who is determined, after an investigation, to have engaged in tolerate bullying, hazing, harassment or cyberbullying will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any student making a knowingly false accusation regarding bullying, hazing harassment or cyberbullying will likewise be subject to disciplinary action up to and including suspension and expulsion.

### 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, Dean of Students, 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, or Dean of Students 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:**

Dr. Daniel Ryan, *Assistant Superintendent, Professional Development & Human Resources*  
1235 Oak Street, Winnetka, IL 60093, 847-446-9400

**Complaint Managers:**

Dr. Daniel Ryan, *Assistant Superintendent Professional Development and Human Resources*  
1235 Oak Street, Winnetka, IL 60093, 847-446-9400

and

Ms. Beth Martin, *Director of Student Services*  
1235 Oak Street, Winnetka, IL 60093, 847-446-9400

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 behavior 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.

### **Education of Homeless Children (Policy 6:140)**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed as detailed in 105 ILCS 45/1-10. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization,

residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the appropriate Intermediate Service Center and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

**Liaison for Homeless Children:**

Beth Martin, *Director of Student Services*  
1235 Oak Street, Winnetka, IL 60093, 847-446-9400

## **Student Records**

### **Student Records (Policy 7:340)**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law.

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

The Superintendent shall implement this policy in accordance with the Illinois Student Records Act. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

### **Notification to Parents and Students of Their Rights Concerning a Student's School Record**

This notification may be distributed by any means likely to reach the parent(s)/ guardian(s).

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

### **Permanent Records**

- Basic identifying information, including student's name, address, birth date and place, gender, names and addresses for student's parents
- Report cards
- Attendance records
- Record of release of permanent record information
- Health records

### **Temporary Records**

- State assessment scores & achievement level test results
- Special education records – related service logs
- 504 records
- Teacher anecdotal records
- Home Language survey form
- Accident reports
- Information regarding disciplinary infractions and/or discipline
- Information provided under Abused and Neglected Child Reporting Act
- Any biometric information collected in accordance with Section 10-20.40 or 34-18.34 of the School Code
- Record of release of temporary record information

### **May be maintained in either file:**

- Honors and awards received
- Information concerning participation in school-sponsored activities or athletics
- Offices held in school-sponsored organizations

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 10 business 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 periodically.
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
- Phone number, email
- Grade level
- Current School Attending
- Classroom Teacher
- Parents'/guardians' names and addresses, phone numbers

Any parents/guardians 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

Each school year our building Health Offices communicate and share our District's communicable disease illness information with the Cook County Department of Public Health as required by the Illinois Department of Public Health. For additional information, contact Ashley Jaskowski, *District-wide Certified School Nurse*, at 847-501-3863.

### **Transfers from Winnetka Public Schools**

Notice of a student's transfer to another school should be given to the building principal in advance so that the records can be prepared to be sent to the new school. Parents are asked to

sign a waiver releasing the student records to the new school.

According to the *Illinois School Student Records Act of 1975* as amended, student records must be transferred to another school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school and upon parent request. Before moving or transferring to a new school, parents are welcome to review and/or request a copy of their child's school records. Records forwarded to the new school include the permanent and temporary files.

### **Upon Eighth Grade Graduation**

Graduating 8<sup>th</sup> grade students' permanent and temporary files are forwarded to New Trier High School, or to any high school designated by the parent, at the end of the school year. Parents are welcome to review and/or request a copy of their student's records before they are forwarded to the high school.

### **Record Maintenance Timeline**

Permanent records are maintained for sixty (60) years after the student graduates or otherwise leaves the District. Temporary records are maintained for five (5) years after the student graduates or otherwise leaves the District.

### **Notice: IEP Related Service Logs**

Students with disabilities may receive related services as part of their individual education programs (IEPs). The Winnetka Public Schools will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time.

## **Buildings & Grounds**

### **AHERA Notification**

The Winnetka Public Schools District 36 School Board employed Aries Consulting Group, Inc. to conduct inspections in all District buildings for asbestos containing materials ("ACM") and to write an Asbestos Management Plan for each of the buildings where asbestos containing material was found. Federal and state laws required the buildings to be re-inspected every three years. In addition, surveillance of ACM is conducted continually and documented every six months to determine if any of the ACM has been damaged or has deteriorated.

ACMs were found in each of the following buildings in varying amounts: Crow Island School, Greeley School, Hubbard Woods School, The Skokie School, and Carleton Washburne School. Details of these inspections are in the Asbestos Management Plan for each building. Remaining ACM in each of the buildings has been found to have no physical damage and to be non- friable and to have little potential for contact damage. The Board approved and

Operations and Maintenance program as part of the Asbestos Management Plan. The objective of the program is to repair any damaged asbestos and to keep all asbestos containing material from becoming friable. Details of the response action are listed in the Asbestos Management Plan.

The finalized asbestos inspection reports and management plans for District 36 have been submitted to the Illinois Department of Public Health for their approval. The Asbestos Management Plan for each building is in the offices of the respective buildings and in the central office at 1235 Oak Street.

**AHERA Designated Person:** Mr. Brad Goldstein, *Chief Financial Officer*; 847-446-9400

## **Pest Control**

The *Structural Pest Control Act* and the *Illinois Pesticide Act* regulate how pests, mice, ants, etc., are controlled in schools.

The legislation affects the schools in two primary ways:

1. All Illinois schools are required to adopt a pest control process called Integrated Pest Management (IPM), and
2. Schools are required to notify staff, students, and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the program.

If it becomes necessary to use any pest control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there is an immediate threat to health or property. Then notice will be posted as soon as practical. If you would like to receive written notification prior to the application of any pest control materials, please go to the District website to print out the form and return the form to your child's school. If you have children at multiple schools, a form needs to be completed and sent to each school. Forms can also be obtained at the District Office by calling 847-446-9400.

## **Integrated Pest Management**

Integrated Pest Management (IPM) in schools and day care centers involves the cooperation between school staff and pest control personnel or other specialists to use a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides.

IPM uses a common sense approach that:

- identifies pests and their natural enemies;
- establishes an ongoing monitoring and record keeping system for regular sampling and assessment of pest and natural enemy populations;
- determines the pest population levels that can be tolerated based on aesthetic, economic and health concerns, and sets action thresholds where pest populations or

- environmental conditions warrant remedial action;
- prevents pest problems through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests;
- relies, to the greatest extent possible, on nontoxic, biological, cultural or mechanical pest management methods, or on the use of natural control agents;
- when necessary, uses chemical pesticides, with preference for products that are the least harmful to human health and the environment such as baits; and
- records and reports pest populations, surveillance techniques and remedial actions taken.

## **IPM Program Implementation in Schools and Day Care Centers**

Children are different than adults. Proportionally, they have a higher respiratory rate and eat/drink more than adults. Children have a natural tendency to put objects in their mouth and spend more time and are closer to the ground than adults. A child's neurological system is still developing and is more susceptible to pesticides than adults. With these cultural and biological differences, children have a higher potential to pesticide poisoning than adults.

Implementing an IPM program will greatly reduce the chance of accidental exposure of pesticides to children and staff. This proactive, rather than reactive, approach to managing pests can control pests better in the long term than just pesticides alone. Over time, an IPM program can cost less than conventional pest management practices by reducing the school's or day care center's dependency on pesticides.

The *Structural Pest Control Act*, [225 ILCS 235] requires public schools and licensed day care centers to, when economically feasible, develop and implement an IPM program. Please see the *Structural Pest Control Act* and Code for all the requirements for public schools and day care centers.

### **Visitors to and Conduct on School Property (Policy 8:30)**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

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

### **Convicted Child Sex Offender**

State law prohibits a child sex offender from being present on school property or loitering 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 attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the 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. Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification law.

### **Exclusive Bargaining Representative Agent**

**Please refer to the following current agreements:**

**"The Winnetka Public Schools District 36 Professional Agreement."**

**"Winnetka School District #36 Board of Education and Service Employees Local #73."**

**For employees not covered by these agreements:**

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

### **Enforcement**

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### **Procedures to Deny Future Admission to School Events or Meetings**

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

## **Emergency Procedures**

### **Offender Community Notification Laws**

State law requires a Building Principal or teacher to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:



[www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

[www.isp.state.il.us/cmvo](http://www.isp.state.il.us/cmvo)

## **Emergency School Closings**

Inclement weather or other unanticipated emergencies may result in school being cancelled. The determination to close school will be based upon available information collected from local law enforcement agencies, weather forecast services, and neighboring school district administrators. If this happens, every effort will be made to finalize the decision by 6 A.M. If one or more of our schools closes, the District will communicate with parents and staff as soon as possible in the following ways:

**Our Website** – School closing and schedule change information will be posted at [www.winnetka36.org](http://www.winnetka36.org), and on each school's home page.

**By Telephone** – Parents and staff who have shared their phone contact information will be contacted through our automated phone messaging system as soon as the decision to close is made. If a parent does not receive a school-closing call, it is because the phone number is not listed properly. Parents should contact the school secretary at their child's school to on the next valid school day to update their contact information.

**By Email** – Parents and staff who have shared their email contact information will be also be contacted via an email alert.

**Other Sources** – We will communicate our closing information to local broadcast media, including all local television and radio news stations. Information will also be shared with [www.emergencyclosings.com](http://www.emergencyclosings.com). If you prefer to call the Emergency Closing Center 847-238-1234, please use the following access code: **847-446-9400**

## **Food Allergy Management Program - AP 7:285**

The Winnetka Public Schools is committed to supporting our students with food allergies. The following guidelines are in keeping with the Winnetka Public Schools' philosophy, to meet each individual child's needs dependent on developmental level and age-appropriate, social and emotional needs, and meeting each unique individual situation. We are committed to working closely with parents in developing a Plan to provide a safe environment that will support the child and assist in developing self-care. The Board adopted policy 7:285, Food Allergy Management Program, on November 6, 2012.

The State Board of Education and the Illinois Department of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools is available at:

[https://www.isbe.net/Documents/food\\_allergy\\_guidelines.pdf](https://www.isbe.net/Documents/food_allergy_guidelines.pdf)

### **Educating and Training All Staff about Management of Students with Food Allergies**

Educating and training of school staff includes the administration of medication with an EpiPen, and providing an in-service training program for staff that work with the student. All staff members will be trained by the school nurse on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, how to administer an EpiPen, review of high-risk areas, and steps to take to prevent exposure to allergens. The training will be provided annually at the start of the school year. The District will retain documentation of those personnel who have received training on a yearly basis. All substitute nurses will be instructed on care, management of anaphylaxis, and awareness of plans for allergic students.

### **Identifying Students with Food Allergies**

The parent will submit an Illinois Food Allergy Emergency Action Plan for their child at the beginning of each school year, or as needed when a student's allergy is identified. The nurse will review the student's plan annually with the parent. If needed, an Individual Health Care Plan and/or a Section 504 Plan for specific individual student accommodations will be completed.

With a parent's written consent, a copy of the student's plan, with the student's photo, will be given to all the student's teachers. The teachers will provide a mechanism to inform substitutes about student allergies. The nurse will inform other staff members about students with allergies, as needed and with the permission of the student's parents. The nurse will specifically inform teachers concerning any accommodations provided in a student's plan. The classroom teacher, in collaboration with the nurse and with input from the parents of the allergic child, will develop a classroom-specific protocol regarding the management of food in the classroom. The teacher will consult with the parent(s) of students with food allergies and the nurse prior to any celebration involving the consumption of food. At the middle school level, students with contact allergies are responsible for wiping their desks. Allergen-free tables will be provided, as needed. A letter from the school nurse and / or the teacher will be sent to all classroom parents informing them that a student with a food allergy is a member of the class and the classroom will be designated as "allergen free".

### **Managing Food Allergies in the Classroom and on Field Trips**

Due to an increasing number of students with food allergies, schools must be extremely careful regarding food items brought into the school building and classrooms. In order to provide a safe and healthy environment NO FOOD treats will be allowed for birthday celebrations. Teachers honor children in the classroom on their special day in a variety of ways and will communicate to parents how they wish to celebrate birthdays in their classroom.

### **Classroom Snacks**

**ALL CLASSROOM SNACKS must be free of all peanuts or tree nuts.** A list of acceptable items is available [here](#).

### **Classroom celebrations and curriculum-related activities**

It will be at the discretion of building administrators whether food will be allowed for classroom/holiday parties. If permitted, treats must be commercially made and include an

ingredient label printed on the packaging by the manufacturer. **Homemade foods, including foods prepared by parents or staff, are not permitted for sharing among students.** Food for classroom/holiday parties will be reviewed for proper labeling by classroom teachers.

For curriculum-related activities where food may be served, a [parent permission slip](#) will be provided and include, when possible, a list of all ingredients. Classroom food distribution will be monitored by the teacher.

## **Field Trips**

Plans for lunch and snack will be discussed prior to the field trip. Lunches of children with food allergies should be stored separately to minimize cross-contamination. All students on the field trip will be asked to bring a peanut/nut-free lunch as stated on the field trip parent [permission form](#).

When applicable, a student's EpiPen and the Illinois Food Allergy Emergency Action Plan will be sent on all field trips. Planning for the field trip will include designation of persons carrying and staff trained to administer an EpiPen. The teacher will carry a mobile phone (or other means of communication) and will be instructed to follow the Plan and to call 911 in the event of a suspected allergic reaction.

### **Preventing Exposure to Known Allergens**

**Lunchrooms:** In all lunchroom areas peanut/nut-free or other allergen-free tables (or areas of tables) will be provided as developmentally appropriate and will be clearly identified. The allergen-free table will be located where it minimizes the isolation of students with allergies. Staff and volunteers on lunch duty shall monitor the students' compliance with the food allergy protocol at allergen-free table(s). The school food service staff at Washburne will provide nut-free options for student consumption. Students with a known food allergy will not be asked to clean areas and tables in the lunchrooms that may expose them to allergens.

**Bus:** Eating will not be allowed on routine school bus trips or field trips. Exceptions will be provided as needed. Parents are strongly encouraged to inform the bus and any substitute driver when possible about their child's food allergy. The student with life-threatening allergies should be encouraged to sit in the front of the bus.

All students will be encouraged to wash their hands before and after eating and throughout the school day to prevent unintended exposure.

### **Responding to Allergic Reactions with Prompt Recognition of Symptoms and Treatment**

When allergic symptoms are suspected, the teacher or staff member supervising the student shall activate that student's plan with the appropriate medical emergency response including calling 911, if warranted. The school nurse shall be contacted as soon as possible. Parents will be informed whenever allergic symptoms are suspected in a student with diagnosed allergies.

The location of a student's own EpiPen/medications will be managed by the School Nurse. If developmentally appropriate and approved by the parent, the student may carry their own EpiPen/medications. District provided EpiPens will be available in the nurse's office,

emergency bag, all common lunch eating areas, the art room, and other areas as determined appropriate.

Per District policy all administration of medication requires prior written authorization by parent and doctor.

### **School District Supply of Undesignated Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

*Plan revised 4/2019  
Revised 6/5/19*