



# **DISTRICT 15 PARENT/STUDENT HANDBOOK**



**2021-2022**

# McHENRY ELEMENTARY SCHOOL DISTRICT 15

It is hoped that you will find this handbook useful and informative. Below is a list of schools and telephone numbers in District 15:

Central Administration Office  
1011 North Green Street  
McHenry, IL 60050  
779-244-1000  
email: [info@d15.org](mailto:info@d15.org)  
Office Hours: 7:30-4:00

Edgebrook School  
701 North Green Street  
McHenry, IL 60050  
779-244-1200  
email: [eboffice@d15.org](mailto:eboffice@d15.org)  
Office hours: 7:50-3:50

Landmark School  
3614 West Waukegan Road  
McHenry, IL 60050  
779-244-1800  
email: [lmoffice@d15.org](mailto:lmoffice@d15.org)  
Office hours: 8:15-4:15

Parkland School  
1802 North Ringwood Road  
McHenry, IL 60050  
779-244-1700  
email: [ploffice@d15.org](mailto:ploffice@d15.org)  
Office hours: 7:15-3:15

Valley View School  
6515 West Route 120  
McHenry, IL 60050  
779-244-1500  
Email: [vvoffice@d15.org](mailto:vvoffice@d15.org)  
Office hours: 8:35-4:30

Chauncey H. Duker School  
3711 West Kane Avenue  
McHenry, IL 60050  
779-244-1100  
[dkoffice@d15.org](mailto:dkoffice@d15.org)  
Office hours: 7:50-3:50

Hilltop School  
2615 West Lincoln Road  
McHenry, IL 60051  
779-244-1300  
email: [htoffice@d15.org](mailto:htoffice@d15.org)  
Office hours: 7:50-3:50

McHenry Middle School  
2120 Lincoln Road  
McHenry, IL 60051  
779-244-1600  
email: [mmsoffice@d15.org](mailto:mmsoffice@d15.org)  
Office hours: 7:10-3:10

Riverwood School  
300 South Driftwood Trail  
McHenry, IL 60050  
779-244-1400  
email: [rwoffice@d15.org](mailto:rwoffice@d15.org)  
Office hours: 8:35-4:35

Transportation Office  
5805 West Route 120  
McHenry, IL 6005  
779-244-1090  
email: [troffice@d15.org](mailto:troffice@d15.org)  
Office hours: 7:00-3:30

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# WELCOME

The Board of Education, administration and staff would like to welcome all of our students and parents to another school year. It is our continual hope that this new school year will be successful and positive for both students and parents.

## PURPOSE

The purpose of this District Handbook for parents and students is to provide the required notifications to parents and students regarding Board of Education Policies, State and Federal requirements, and other legal notifications. Over the years, the legal list of required notifications has grown significantly, so we decided to provide the required notifications to everyone in the same format and in one document. The district is required to publish these notifications each year. This District Parent/Student Handbook is not meant to replace individual school handbooks for students or parents. It is meant to contain those yearly notifications required by law. We encourage you to continue to read and refer to the individual handbooks prepared by each school.

**McHENRY ELEMENTARY DISTRICT 15 PHILOSOPHY**

McHenry Elementary School District 15, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop strong self-esteem and to become responsible learners and decision-makers. McHenry Elementary School District 15 is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

## McHENRY ELEMENTARY DISTRICT 15 PROMOTION GOALS

A student who graduates from District 15 is:

- A problem solver, a critical thinker and an effective team member
- A life-long learner
- A master in the application of the basics (incorporating technology)
  - Reading Social Science
  - Writing Science
  - Math Fine Arts
- An effective communicator
- A good citizen
- Healthy of mind and body
  - Time management (including leisure activities)
  - Self-esteem
  - Physical fitness
  - Responsible for behaviors
  - Self-awareness
- Understanding and respectful of those not like self
- Aware of career opportunities

In achieving these goals, students will respect the value of effort, the need for individual contributions and self-discipline.

**QUESTIONS OR CONCERNS:** Parent and Community concerns shall be channeled as follows, in the order indicated:

- **Teacher:** In most cases, a parent should speak with the individual who works most closely with his/her child, usually his/her teacher.
- **Principal or Assistant Principal:** If an issue is not resolved after speaking with the teacher, a building administrator should be contacted.
- **Transportation Office:** If an issue involves transportation matters, such as routing or times, the transportation office should be contacted first, and if not resolved, the Transportation Supervisor should be contacted.
- **Central Office Administrators:** If an issue is not resolved at the building administrator level, a central office administrator should be contacted as follows:
  - **Assistant Superintendent for Learning Services:** For instructional concerns.
  - **Chief Financial Officer:** For business-based concerns.
  - **Director of Transportation:** For transportation issues.
  - **Director of Facilities:** For building and grounds issues.
  - **Director of Human Resources:** For personnel issues.
  - **Director of Student Services:** For special education issues and concerns.
- If an issue or concern remains unresolved after following the above procedures, the **Superintendent of Schools** should be contacted.
- If the issue is not resolved at the Superintendent of Schools level, the issue or concern may be brought to the **Board of Education**, in writing, for their consideration if they determine it to be within their purview and appropriate for consideration.

**Central Office Administration**

Dr. Josh Reitz, Superintendent  
Dr. Fred Laudadio, Assistant Superintendent for Learning Services  
Jeff Schubert, Chief School Business Official  
Dr. Jacquie Duginske, Executive Director of Learning Services  
Amelia Wuerger, Director of Health Services  
Kevin Harris, Food Service Director  
Dr. Maureen Cassidy, Executive Director of English Learning  
Brian Kilinski, Executive Director of Human Resources and Operational Support  
Kelli Catini, Executive Director for Student Services  
Andrew Lund, Director of Facilities  
Kim Frost, Director of Transportation

**District 15 School Administration**

**Chauncey H. Duker School**

Lindsay Weber Principal  
Rich Vannoy, Assistant Principal

**Edgebrook School**

Michelle Reinhardt, Principal  
Jason Krause, Assistant Principal

**Hilltop School**

Christy Brown, Principal  
Katie Haydysch Assistant Principal

**Landmark School**

Margaret Carey, Principal

**McHenry Middle School**

Mike Glover, Principal  
Chelsea Baird, Assistant Principal  
Kim McGann, Dean of Students

**Parkland School**

Mike Adams, Principal  
Trista Vosburgh, Assistant Principal  
Kristina Shay, Dean of Students

**Riverwood School**

Kristin Cannon, Principal  
Will Hibler, Assistant Principal

**Valley View School**

Amanda Cohn, Principal  
Meghan Sharp, Assistant Principal

## **ABSENCES:**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school no later than 2 hours after the start of the school day to explain the reason for the absence. If a call has not been made to the school within 2 hours after the start of the school day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

At registration time, parents/guardians are asked to provide at least one telephone number (preferably 2) where they can be reached in the event of an unconfirmed absence. While the school diligently makes these phone calls, there are times when a parent/guardian cannot be reached at the numbers provided. The Illinois law states that a school fulfills its obligation if the notification of an absence has been attempted by telephoning the numbers provided by the parent/guardian whether or not there is any answer at such telephone numbers. For the safety of the child, please make sure that you provide the school with a telephone number or numbers where you can be contacted.

## **MAKE-UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

District 15 considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Chapter 122, article 26-2a of the Illinois School Code.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **CHRONIC TRUANCY**

District 15 considers a student to be a chronic truant who is absent without valid cause for 5% or more of the previous 180 regular attendance days, as defined in Chapter 122, Article 26-2a of the Illinois School Code.

## **RESOURCES AND SUPPORTIVE SERVICES**

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

### **TRUANT MINOR**

In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 15 considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

### **ATTENDANCE:**

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

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

### **BULLYING POLICY:**

McHenry Elementary School District 15 has an official policy prohibiting bullying and any other form of intimidation or harassment. Anyone having knowledge of such behavior is directed to contact the building principal immediately. Bullying might include any harassing or intimidating behavior (verbal, physical or visual) that unreasonably interferes with one's education. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice toward another person. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, including, but not limited to all forms of cyber-bullying via any media source, hazing, or other comparable conduct. This type of behavior will not be tolerated in District 15 schools and will be dealt with by school administrators according to building disciplinary policy.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT:**

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

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



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

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

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

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

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district 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 complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:** Brian Kilinski  
1011 N. Green Street  
McHenry, IL 60050  
779-244-1000  
[bkilinski@d15.org](mailto:bkilinski@d15.org)

Fred Laudadio  
1011 N. Green Street  
McHenry, IL 60050  
779-244-1000  
[flaudadio@d15.org](mailto:flaudadio@d15.org)

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.<sup>1</sup>

## **BUS TRANSPORTATION (RULES AND REGULATIONS):**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school the child attends. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. If there is a difficulty with your child's bus assignment, please call the District 15 Transportation Department.

It is the primary goal of District 15 to transport students as safely as possible. It is for this reason that a number of regulations are necessary for bus riders. The rules listed below must always be followed by students while riding the school bus. Any deviation from these rules will result in disciplinary action by the appropriate building administrators.

1. Observe safety procedures at all times.
2. Treat the school bus and other people's property with respect.
3. Refrain from fighting, pushing, or other harmful behavior.
4. Maintain school appropriate behavior.
5. Follow all bus route assignment rules.
6. Refrain from using or possessing any illegal substances.
7. Refrain from eating, drinking, or littering on the bus.
8. Show respect to other students and adults.
9. Use school appropriate language
10. Show respect to the bus driver and to one another.

11. 'Bus Stop'; rules apply to 'bus stop' as well as 'riding the bus.'

Bus drivers have the right to make reasonable regulations to ensure the safety and wellbeing of their student passengers. The bus driver will report any violation to the appropriate building administrator by completing and signing a Bus Incident Report within twenty-four (24) hours after an offense has been committed. The building administrator will notify the parent/guardian either by telephone or mail regarding the action taken. Possible disciplinary actions include, but are not limited to, the following:

1. Assigned seat for a specified period of time.
2. After school detention.
3. Saturday detention.
4. Three (3) day bus suspension.
5. Five (5) day bus suspension.
6. Ten (10) day bus suspension.
7. Loss of bus riding privileges for the remainder of the year.

Parent(s)/guardian(s) have the right to a formal hearing regarding a bus suspension or for the loss of bus riding privileges.

### **DEFINITE BUS SUSPENSION OFFENSES**

#### **Smoking or possession of tobacco, lighter or matches:**

First incident: 5 days bus suspension  
Each additional incident: 10 days bus suspension

#### **Possession, use or under the influence of drugs/alcohol:**

10 days bus suspension, referral to local law enforcement agency, and subject to the Board of Education Policy disciplinary actions concerning these offenses.

#### **Possession or use of weapons or fireworks:**

10 days bus suspension, referral to local law enforcement agency, and subject to the Board of Education Policy disciplinary actions concerning these offenses.

#### **Possession of weapons as defined by Board of Education Policy:**

Subject to the Board of Education Policy regarding weapons.

#### **Throwing of objects:**

Subject to the Board of Education Policy.

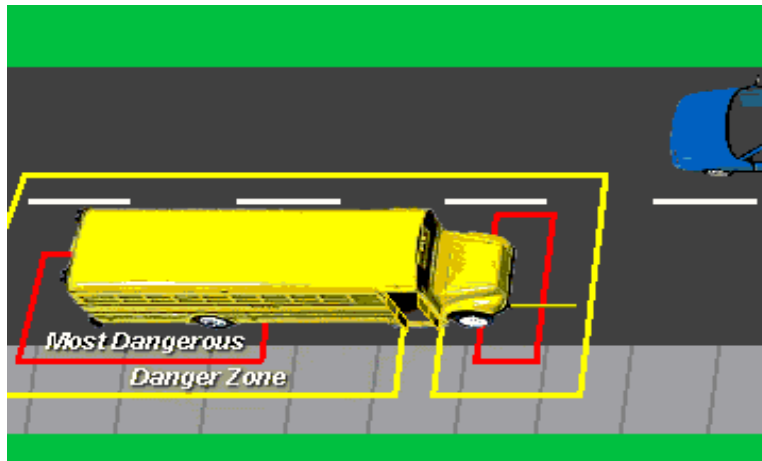
#### **Vandalism or destruction of property:**

First incident: 5 days bus suspension  
Each additional incident: 10 days bus suspension

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: The Transportation Director at 779-244-1090.

## **COMMUNITY USE OF BUILDINGS:**

While the Board of Education encourages the use of school facilities by the community, there is a standard of behavior that is expected for the protection and benefit of all. These standards are listed in the Board of Education Policy entitled Conduct on School Property. The policy is as follows:

In addition to prohibitions in other District policies, no person on school property shall:

1. Injure or threaten to injure another person.
2. Damage another's property or that of the school district.
3. Violate any provision of the criminal law of the State of Illinois, McHenry Ordinance or county ordinance.
4. Smoke or otherwise use tobacco products.
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time.
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property.
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board of Education.
8. Willfully violate other District 15 rules and regulations.
9. Violation of this policy will result in appropriate action by District 15 administrators.

School property means within school buildings, in vehicles used for school purposes, or on school grounds.

## **CORPORAL PUNISHMENT:**

Corporal punishment shall not be administered in any school in McHenry Elementary School District 15. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of a student in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of defense of property.

## **DISCIPLINE-(STUDENT BEHAVIOR):**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **When and Where Conduct Rules Apply**

1. A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:
2. On, or within sight of, school grounds before, during, or after school hours or at any time;
3. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
4. Traveling to or from school or a school activity, function, or event; or

5. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription 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 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's 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, pure caffeine in tablet or powdered form.
  - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

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); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, 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.
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, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

### **Disciplinary Measures**

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:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide



transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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.

### **Isolated Time Out, Time Out, and Physical Restraint**

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

### **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 two calendar years:

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

The expulsion requirement under either paragraph one or two 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, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. School grounds include 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten 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.

## **GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **DRESS CODE:**

Each building will establish specific guidelines regarding appropriate dress for school. Clothing that is considered disruptive to the learning environment will not be allowed. Please see each building handbook for specific details about your child’s school. However, general guidelines are listed below.

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **DRUG AND/OR ALCOHOL ABUSE REFERRAL:**

School administrators will refer students who abuse the use of drugs, alcohol, and/or other controlled substances to agencies which provide counseling for this type of abuse. Further, school administrators will provide appropriate information to the parent(s)/guardian(s) of students who are referred and will request their assistance.

All persons (students and non-students) are forbidden to possess, use, or be under the influence of any illegal drug or controlled substance while on school district property or in its facilities. School officials will enforce this policy by calling the police to remove from the premises any adults or youths. Any District 15 student is subject to the Board of Education Policies regarding drugs and alcohol.

### **EMERGENCY SCHOOL CLOSINGS:**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as early as possible prior to the start of school. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If schools are dismissed early for an emergency, all after-school functions will typically be cancelled. Some exceptions to this may be made depending on circumstances. Schools will communicate the decision to cancel after school functions when they occur.

### **EQUITY:**

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

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure outlined in Board Policy number #2:260.

### **EXEMPTION FROM PHYSICAL ACTIVITY:**

A student may be exempted from some or all physical activities for one day with a note from the parent or guardian. The principal or principal's designee will determine if the exemption requires a longer period of time and may request documentation from a person licensed under the Medical Practice Act.

### **FEE WAIVER:**

McHenry Elementary School District 15 has a policy that will waive all student registration fees under certain circumstances. Parent(s)/guardian(s) of students who are eligible for Free or Reduced Lunch, Aid to Dependent Children and those who are experiencing other hardships are asked to complete a Fee Waiver Form to determine their eligibility to have all registration fees waived, including textbooks loaned to students. Fee Waiver Forms are available during registration and in the school offices throughout the school year.

## **FOOD ITEMS BROUGHT TO SCHOOL :**

The McHenry County Department of Health has recommended that commercially-prepared and packaged foods be brought to school for treats instead of homemade items; these institutions must adhere to guidelines set forth by the environmental division of their local health department. To comply with this recommendation, home-baked goods may not be brought in to the school for student parties, celebrations, or birthday treats

## **PROMOTION REQUIREMENTS:**

McHenry Middle School and Parkland School handbooks contain specific information on the requirements for 8<sup>th</sup> grade graduation. In addition, school administrators are authorized to exclude graduating 8th graders from the Graduation Ceremony for legitimate disciplinary reasons. Students are expected to: A. pass all core subjects, B. have received instruction in the history of the United States and have given evidence of comprehensive knowledge of the subject (Section 27-21 of the School Code).

## **HEALTH SERVICES:**

The primary goal of Health Services is to provide a healthy and safe environment in order to ensure an optimal learning environment for all students. This goal is achieved by compliance with state and local regulations, as well as District 15 policy. The responsibility of the parent/guardian in achieving this goal will be to provide all grade level requirements and special health condition information to the Health Office. If a student is sent to school, we are assuming that they are healthy enough to be in school. Once the student is at school, it is the judgment of the Health Office personnel to determine if they are healthy enough to remain in school; however, phone calls are **not** made home on every student that comes to the Health Office. Please be sure that the Health Office has all current phone numbers available for home, work, cell, etc.

- Students suspected of having a rash of an unknown origin will be sent home. The student will not be readmitted to school without a note from a health care provider; i.e., physician, physician assistant, or nurse practitioner, stating whether or not the rash is contagious and when the student is permitted to return to school.
- Students who are suspected as having pinkeye will be sent home if there is evidence of tearing or purulent discharge.
- Students with a fever of 100 degrees Fahrenheit or higher will be sent home; **they must be fever-free for 24 hours before returning to school.**

## **ANIMALS ON SCHOOL PROPERTY**

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

## **PHYSICALS AND IMMUNIZATION POLICY**

All students entering kindergarten and sixth grade must have a current physical examination. A physical examination is current if it is within one year prior to the first day of school. Any student entering District 15 from out of state must have a current physical examination regardless of the grade level **if** they have not had a physical examination within the past year. Students transferring into the District during the school year have thirty days from the time records are received to meet these requirements.

Requirements for current immunizations are the same as those required by the Illinois Department of Health. Students who do not have a current physical examination and/or immunizations will be excluded from school. In addition, the following are required by the State of Illinois:

- Dental Exam – required for students entering kindergarten, second, and sixth grades.
- Vision Exam – required for students entering kindergarten, as well as any student entering the Illinois school system for the first time, performed by a licensed optometrist or ophthalmologist.

### **VISION AND HEARING SCREENINGS**

Vision and Hearing screenings are mandated on an annual basis for the following students:

- Vision – pre-school, kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades, along with new students and special education students.
- Hearing – pre-school, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades, along with new students and special education students.

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

### **HEAD LICE PROCEDURE**

The American Academy of Pediatrics, the Center for Disease Control and the National Association of School Nurses recommend that students with nits (lice eggs) not be excluded from school. A classroom parent notification letter will be sent home for all newly identified cases of head lice. Students with active infestations of head lice (pediculosis) will be referred to their parents/guardians for treatment. Education of parents/guardians, students and school staff as to the transmission, identification and treatment of head lice is a far more effective management approach and will significantly reduce unnecessary school absences and reduce disruptive screening.

### **MEDICATION POLICY**

It is the belief of the Board of Education and District 15 staff that medication should be administered in the home. However, under certain circumstances, it is in the best educational and health interest of the child to take prescribed medications during the school day. In such cases, the medicine must be prescribed by a physician, and a Request for the Administration of Medication form, completed and signed by both the physician and the parent/guardian, must be on file in the Health Office of the school. The Request for the Administration of Medication form is available in the school office, as well as on the district website at [www.d15.org](http://www.d15.org). The prescribed medication **must** be brought to the school by the parent/guardian (or other responsible adult designated by the parent/guardian) in a container properly labeled with the directions for administration, along with the name of the physician.

The student is responsible for reporting to the Health Office to take the prescribed medication. The parent/guardian must assume the responsibility for informing the school of any change in the child's health or change in medication. District 15 retains the discretion to reject requests for the administration of prescribed medication for students. While careful precautions are always taken to properly administer prescribed medication, District 15 or its employees will not be responsible for errors in administering medication.

School personnel are NOT allowed to administer over-the-counter medication, such as aspirin, Tylenol, Robitussin, etc., without written orders by the physician, completed on a Request for Administration of

Medication form. Under no circumstances, should any medicine be sent to school with your child as the possibility exists that it could be unknowingly taken by another child. Board of Education Policy on student medication is Policy 7:270 Administering Medication to Students and is available in the school office.

Please refer to the District 15 website, [www.d15.org](http://www.d15.org), under “Health Services” for available health forms. Please contact the Health Office of your school with any further questions.

## **HOMELESS STUDENTS:**

If a family's residence is not fixed, regular, and adequate, then it is considered a homeless situation. Examples would be

- Sharing housing with other persons due to loss of housing, financial hardship, or a similar reason.
- Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations
- Living in an emergency shelter or transitional programs
- Stay in motels because they can't get a home of their own
- Abandoned in a hospital
- Awaiting foster care placement
- Living in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

A family who is homeless has a right to have school barriers removed based on the McKinney-Vento Act. If you feel your family is homeless and would like more information, please contact Kelli Catini, McHenry District 15 homeless liaison, at (779) 244-1000

## **HOMEWORK POLICY:**

District 15 encourages regular school attendance. The instructional program contains a scope and sequence that is carefully planned. Absence for any reason is a learning hardship on the student. Absences due to illness or other unavoidable reasons are, of course, a fact of life. Our policy for excused absences is to help a child by providing homework activities which the child can reasonably complete independently while absent or by providing make-up privileges. Further, children returning to school from excused absences will be given reasonably compensatory help with the learning activities missed. Avoidable or unexcused absences carry a “no make-up” privilege and may adversely affect a student's grade. A family vacation, however, will be treated as an excused absence if modest in duration, infrequent in occurrence, and approved in advance by the building principal.

## **NON-CUSTODIAL PARENT NOTIFICATION:**

According to the Illinois School Code, districts must inform non-custodial parents of their rights to obtain information from schools. The law states:

In the absence of any court order to the contrary to require that, upon request of either parent of a pupil whose parents are divorced, copies of the following: reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conference, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child which are furnished by the school district to one parent be furnished by mail to the other

parent. Notwithstanding the foregoing provisions of this Section a School Board shall not, under the authority of this Section, refuse to mail copies of reports, records, notices or other documents regarding a pupil to a parent of the pupil as provided by this Section, unless the school board first has been furnished with a certified copy of the court order prohibiting the release of such reports, records, notices or other documents to that parent. No such reports or records with respect to a pupil shall be provided to a parent who has been prohibited by an order of protection from inspecting or obtaining school records of that pupil pursuant to the Illinois Domestic Violence Act of 1986, as now or hereafter amended.

### **NO SMOKING POLICY:**

It is the policy of the Board of Education all tobacco use is prohibited in all District 15 schools, on all District 15 property, including schools, buildings, grounds and vehicles.

### **PARENTS RIGHT TO KNOW:**

Through the recent federal education law (No Child Left Behind), parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at their child's school. If you are interested in learning this information, please contact the school administration in your child's building. Upon this request, you will receive an explanation of the licensing, education and experience of your child's teachers. You may, upon request, receive information regarding the names and qualifications of the paraprofessional at your child's school.

### **PESTICIDES:**

If it becomes necessary to use pest control products other than traps or baits, notice will be posted two business days prior to the application to any of District 15 school grounds or property. In the event of an immediate need, notice will be posted within 24 hours following the application.

### **PROMOTION/RETENTION POLICY:**

McHenry Elementary School District 15's Promotion/Retention Policy is written in accordance with the State laws governing public schools in Illinois. Students will be promoted based solely on academic achievement, attendance, IAR test scores, report card grades, daily grades in class, Pupil Personnel Services input, teacher judgment, and administrative judgment. Both promotion and retention decisions will be made in the best interest of the student after a careful consideration of these factors.

All students must successfully complete the academic requirements to be promoted to the next grade level. Students must pass all of the following subjects based on a trimester grade average: Language Arts/Reading, Social Studies, Math, and Science. In some cases, individual evaluation may result in placement at the next grade level.

Teachers will be using the following percentages in giving letter grades:



A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below
F	0-59	Failing

## **RESIDENCE AND ENROLLMENT:**

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided in State Law. A student's residence is the same as the person who has legal custody.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request.

## **SCHOOL VIOLENCE TIPLINE:**

District 15 would like to remind parents that the Illinois Attorney General's Office has a School Violence Tip Line in operation. **The telephone number is 1-800-477-0024.** This tip line was created to provide an anonymous way to report threats of violence or weapons. While we hope and strongly encourage our students and parents to notify a trusted school employee if any threat of violence is known, we also want parents to be aware of the tip line. The tip line is answered by trained Illinois State Police telecommunicators who will refer the report to local law enforcement agencies.

## **SCHOOL VISITATION RIGHTS ACT:**

The school district is obligated to inform parents of their rights under the *School Visitation Rights Act*. This information is as follows:

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

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## **SCHOOL VISITATION RIGHTS ACT**

### **820 ILCS 147**

#### **147/1. Short title**

§ 1. This Act may be cited as the School Visitation Rights Act.

#### **147/5. Policy**

§ 5. The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

## 147/10 . **Definitions**

### § 10. As used in this Act:

“Employee” means a person who performs for hire for an employer for:

- a) at least 6 consecutive months immediately preceding a request for leave under this Act; and
- b) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer’s job classification, as defined by the employer’s personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.
- c) “Employer” means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- d) “Child” means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- e) “School” means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- f) “School administrator” means the principal or similar administrator who is responsible for the operations of the school.

### 147/15. **School conference and activity leave**

#### § 15.

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee’s child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

#### **147/20. Compensation**

§ 20. An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if the employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purpose of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of makeup time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

#### **147/25. Notification**

§ 25. The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

#### **147/30. Verification**

§ 30. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to standard disciplinary procedures imposed by the employer for unexcused absences from work.

#### **147/35. Employee rights**

§ 35. No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

#### **147/40. Applicability**

§ 40. This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

## 147/45. Violation

§ 45. Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

## 147/49. Limits on leave

§ 49. No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's workforce or 5% of an employer's workforce shift taking school conference or activity leave at the same time.

**SEX EDUCATION POLICY:** Certain programs in health education are mandated by the Illinois School Code. In Kindergarten through 8<sup>th</sup> grade, the health program must include annual instruction regarding abduction and sexual abuse. At the middle school level, the health program must include the prevention, transmission and spread of AIDS. Instructional materials in any course may be examined by parents. No student is required to participate in any class or course on AIDS, family life instruction, or sexual abuse if his or her parent(s)/guardian(s) submit written objection. Students are not penalized for non-participation.

**SEX EQUITY:** It is the policy of the State of Illinois, the Illinois State Board of Education, and McHenry Elementary School District 15 Board of Education that no person shall be subjected to discrimination on the basis of sex in any program or activity supported by school district funds.

**SEXUAL HARASSMENT POLICY:** It is the policy of McHenry Elementary School District 15 to maintain an educational environment that is free from sexual harassment. Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F. R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

### Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C 1092(f)(6)(A)(V), *dating violence* as defined in 34 U.S.C. 12291(a)(10), *domestic violence* as defined in 34 U.S.C. 12291(a)(8), or *stalking* as defined in 34 U.S.C. 12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion. It shall be a violation of the sexual harassment policy for any employee or student to sexually harass another person through conduct or communication of a sexual nature defined as follows:

1. An employee's, District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex based nature imposed on the basis of sex that denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex, that 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 unwelcome conduct the basis for academic decisions affecting the student.
3. Sexual harassment, as set forth above, may include (but is not limited to) the following:
  - a. verbal harassment or abuse;
  - b. pressure for sexual involvement;
  - c. repeated remarks to a person, with sexual or demeaning implications;
  - d. unwelcome touching; or
  - e. suggesting or demanding sexual involvement, accompanied by an implied or explicit threat concerning one's grades, participation in school activities, etc.
4. The District 15 Title IX Coordinator will be responsible for district compliance with all Federal and State laws and Board of Education policies regarding sexual harassment. The District 15 Title IX Coordinator is:  
Brian Kilinski  
1011 N. Green St.  
[bkilinski@d15.org](mailto:bkilinski@d15.org)  
779-244-1000
5. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the District 15 Title IX Coordinator, Principal or Assistant Principal.
6. An allegation that one student was sexually harassed by another student shall be referred to the Title IX Coordinator.

## **STUDENT SERVICES:**

### **Parent Letter for Medicaid Reimbursement for Student Services**

Dear Parent/Guardian,

If your child receives special education services and is also Medicaid eligible, McHenry Elementary School District 15 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, **do nothing**.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to:

Kelli Catini  
Executive Director for Student Services  
McHenry Elementary School District 15  
1011 N. Green Street  
McHenry, IL 60050

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP.

***This program has no impact on your child's or your family's current or future Medicaid benefits.***  
Under federal law, participation in this program CANNOT:

- a) **decrease** lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

## **STUDENT RECORDS:**

All student records are created and maintained under the provisions of the Illinois Student Records Act. District 15 maintains two sets of student records: (1) the permanent student record, and (2) the temporary student record.

### **The Permanent Student Record contains:**

1. Basic identifying information -- student's and parent(s)/guardian(s)' names and addresses, student's date and place of birth, and gender;
2. Academic transcripts -- grades, class rank, graduation date or grade level achieved;
3. Attendance record;
4. Accident reports and health records;
5. A record of release of permanent record information;
6. Honors/awards (optional);
7. Activities/athletics (optional).

No other information is placed in the student's permanent record. The permanent record must be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from McHenry Elementary School District 15.

**The Temporary Student Record May Include:**

May include any relevant information not required to be in the Permanent Student Record, including:

1. Family background;
2. Intelligence/aptitude scores;
3. Achievement test scores;
4. Psychological reports;
5. Honors/awards;
6. Activities/athletics;
7. Disciplinary records;
8. Teacher anecdotal records;
9. Special Education files;
10. Any other verified information of clear relevance to the education of the student;
11. A record of the release of temporary record information.

Temporary records are reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. Temporary records will be maintained for no longer than five (5) years after the student has transferred, graduated, or permanently withdrawn from the school district. In the vast majority of cases, temporary records are not maintained after a student leaves District 15 for any reason.

**Access to Student Records:**

Parent(s)/guardian(s) or their designee are entitled to inspect and copy information in the student's permanent and temporary records. When parents are divorced or separated, both parents shall be permitted to inspect and/or copy the student's records unless a court order indicates otherwise. McHenry Elementary School Dist. 15 is authorized by law to release information from a student's Permanent Record or Temporary Record without parental consent or notification in the following cases only: (1) to employees or officials of the district or the Illinois State Board of Education provided a current, demonstrable, education or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need. Copies of these records shall not be made by any such employee or official unless a specific need for such copies is shown. The parent has the right to a copy of any released record information; (2) to any person for the purpose of research and statistical reporting and planning provided that no student or parent/guardian can be identified from the information released. The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to student records, and the Board of Education approves the research design and purpose.

In the following instances, prior to the release of (or access to) any records or information, the district must provide prompt written notice to the parent(s)/guardian(s) of the intended action:

1. The district must grant access to or release information from a student's records: (a) pursuant to a valid Court Order, provided that the parent shall be given prompt written notice upon receipt of such orders of the terms of the order, the nature and substance of the information proposed to be released and an opportunity to inspect and copy such records and to challenge their contents; (b) to persons authorized or required to gain access to such records under Federal or State statutes; (c) to any person possessing a written, dated consent signed by the

parent(s)/guardian(s) which specifies to whom the records may be released, the information or record to be released, and the reason for the release; whenever the district or school requests the consent to release certain records, the principal for the school shall inform the parent(s)/guardian(s) of their right to limit such consent to specific portions of information in the records.

2. The District may release student records to the Superintendent or another school official with similar responsibilities in the school in which the student has enrolled or intends to enroll upon written request from such official. The notification shall include a statement concerning the nature and substance of the records to be released as well as the right to inspect, copy and challenge the records as well as the right to submit written statements into the records prior to the release. The district observes the statute that requires the forwarding, within 10 days of the receipt of a request, an unofficial record of the student's grades to the school to which the student is transferring. The district, within 10 days after the student has paid all of his or her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring. If the release of records or information is pursuant to a Court Order, the notification shall include, in addition to the foregoing, a statement of the terms of the Court Order. Unless a Court Order provides otherwise, the parent(s)/guardian(s) shall have ten (10) days to notify the school of their intent to copy, inspect and/or challenge the records prior to release.
3. The District may release student records or information under certain emergency conditions without the consent of parent(s)/guardian(s) if the knowledge of such information is necessary to protect the health and safety of the student or other persons. The Superintendent or his designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) as soon as possible of the information released, the date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

#### **PROCEDURES FOR THE INSPECTION OF STUDENT RECORDS:**

The procedures and guidelines for the inspection of student records are as follows:

1. A request for access to records shall be made in writing to the Principal specifying the records to be inspected. The examination shall, as far as practicable, occur within twenty-four (24) hours of the request unless the records are in use by school personnel, in which case inspection shall be available twenty-four (24) hours after such usage ends, and in no event more than fifteen (15) days after the district's receipt of such request unless the parties agree otherwise. Such inspection shall be made during the normal business hours of the school.
2. A school official will be available during any such inspection to assist in the interpretation of the records if requested to do so by the parent(s)/guardian(s).
3. A student under the age of 18 may inspect his/her records with the written consent of one parent/guardian following the procedure outlined above. Student inspection of records will be supervised by school personnel, and a copy of the parent/guardian consent shall be placed in the permanent record.



4. Records may be copied at the request of the parent/guardian at a cost of \$.35 per page. No parent/guardian or student shall be precluded from copying information because of financial hardship.

#### **RELEASE OF DIRECTORY INFORMATION:**

District 15 may occasionally release "Directory Information" to the public. "Directory Information" shall be limited to: basic identifying information (name, address, gender, grade level, birth date and place, and parents' or guardians' names and addresses; academic awards and honors; information in relation to school sponsored activities, organizations and athletics; major areas of study; period of attendance in school; and weight and height of athletic teams). **Any parent(s)/guardian(s) who wish that such information NOT made public shall file a written notification designating the information not to be released.** Prior to the release of directory information, the District must notify the parent(s)/guardian(s) in writing. Such notification shall include the date of notification, the names of the parent(s)/guardian(s), and student, the directory information to be released, and the scheduled date of release.

#### **STUDENT RECORD CHALLENGES:**

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except grades, and request a hearing. This right includes the right to challenge the information contained in the student records prior to the transfer of records to another school district in the event of the student's transfer to another school system. The procedures for challenging the contents of student records are as follows:

- 1) A request for a hearing shall be submitted in writing to the principal and contain notice of the specific entry or entries to be challenged and the basis of the challenge.
- 2) An initial information conference will be held by the principal with the parent(s)/ guardian(s) within fifteen (15) school days of the receipt of the request for a hearing.
- 3) If the challenge is not resolved by this informal conference, formal procedures shall be initiated. Formal procedures include: (a) a hearing officer shall be appointed by the superintendent; (b) the hearing officer shall conduct a hearing within a reasonable time, but no later than fifteen (15) school days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and the principal. The hearing officer shall notify parent(s)/guardian(s) and the principal of the time and place of the hearing; (c) at the hearing, each party shall have the following rights: the right to present evidence and to call witnesses; the right to cross-examine witnesses; the right to counsel; the right to a written statement of any decision and the reasons therefore.
- 4) A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
- 5) The decision of the hearing officer shall be rendered no later than ten (10) school days after the conclusion of the hearing and shall be transmitted immediately to the parent(s)/guardian(s) and school officials. It shall be based solely on the information presented at the hearing and shall be one of the following: to retain the challenged contents of the student record; to remove the challenged contents of the student record; to charge, clarify, or add to the challenged content of the student record.
- 6) Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within twenty (20) school days after the decision is transmitted. If the parent(s)/guardian(s) appeal, the parent(s)/guardian(s) shall so inform school officials within ten (10) school days, the school officials shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent material to the Superintendent of the Educational Service Region. The School District may initiate an appeal

on its own behalf by following the same procedures. Upon receipt of such a document, the Superintendent of the Educational Service Region shall examine the documents and the record, make findings and issue a decision to the parents and the school officials within twenty (20) days of the receipt of the appeal documents. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region. The final decision may be appealed to the judicial system. Parent(s)/guardian(s) also have the right to insert into their child's student record a statement of reasonable length stating their position on any disputed information in that record. The school will include a copy of the statement in any release of information in dispute.

## **STUDENT AUTHORIZATION FOR INTERNET/DISTRICT NETWORK ACCESS**

Parent(s)/guardians(s) must sign the Authorization before the student will be granted supervised or unsupervised access to the Internet and the District Network. Please read this document carefully before signing.

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

### **Terms and Conditions**

- 1) Acceptable Use – Access to the District's Internet and District Network must be for the purpose of education or research, and be consistent with the educational objectives of the District.
- 2) Privileges – The use of the District's Internet and District Network is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. The District Administrators will make decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time. This decision may be appealed to the District Superintendent.
- 3) Unacceptable Use – The student is responsible for his/her actions and activities involving the Internet and District Network. Some examples of unacceptable use are:
  - a. Using the Internet and District Network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - m. Using the network while access privileges are suspended or revoked;

- n. Using electronic devices to access the internet illegally. Devices include but are not limited to computers, iPods, cell phones, MP3 players, and gaming equipment.
- o. Internet and District Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - p. Be polite. Do not become abusive in your messages to others.
  - q. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - r. Do not reveal the password, personal addresses or telephone numbers of anyone.
  - s. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the law enforcement authorities.
- t. Acknowledge that social media and all posted content is not confidential. The district staff maintaining the network has access to all social and collaborative media. Messages and posts relating to or in support of illegal activities may be reported to law enforcement authorities. Examples of media include but are not limited to wiki sites, social or collaborative networks, blogs, forums, message boards and online chat or video systems.
- u. Do not use the Internet or District Network in any way that would disrupt its use by other users.
- v. Consider all communications and information accessible via the Internet and District Network to be private property of the district.
- w. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet and District Network is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- x. Indemnification - The user agrees to indemnify District 15 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the *Authorization*.
- y. Security – The Internet and District Network security is a high priority. If you can identify a security problem on the Internet or District Network, you must notify the Building Principal. Do not demonstrate the problem to other users. Keep your password confidential. Attempting to logon to the Internet or District Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- z. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or District Network. This includes, but is not limited to, the uploading or creation of computer viruses.
- aa. Telephone Charges – District 15 is providing access to the Internet and District Network, but assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minutes surcharges, and/or equipment or line costs.

Parent(s)/guardian(s) need only sign this *Authorization for Internet and District Network Access* once while their student is enrolled in the School District. Parent(s)/guardian(s) are asked to sign a separate form for each child in the family. This form will be placed in the student's temporary record and will be destroyed when the student leaves District 15.

## **STUDENT USE OF EDUCATIONAL TECHNOLOGIES:**

### **Student Data Privacy and Security-Policy 7:345**

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### Definitions

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

#### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the

Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)