

MORTON COMMUNITY UNIT SCHOOL DISTRICT 709

Policy Handbook

Board Policies

2010-2011

1050 S. FOURTH AVENUE, SUITE 200 MORTON, IL 61550

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The Parent Handbook contains board policy and administrative procedures that the district is required to provide notice of to its parents/guardians. The full board policy manual is available online at www.morton709.org under the Board of Education tab. Board policies and administrative procedures can be updated throughout the year without notice. The most up to date board policies or administrative procedures are available at the district office.

Student Services

Transportation

Board Policy 4:110

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

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

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

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

Pre-Trip and Post-Trip Vehicle Inspection

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill.Admin.Code §§1.510 and 226.935.

92 Ill.Admin.Code §440-3.

CROSS REF.: 5:100 (Staff Development), 5:120 (Ethics), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)

ADOPTED: November 3, 1987

REVISED: December 5, 1995

REVISED: March 4, 1997

REVISED: July 14, 1998

REVISED: September 19, 2006

REVISED: January 15, 2008

REVIEWED: September 17, 2008

REVISED: February 16, 2010

Free/Reduced Lunch

Board Policy 4:130

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children

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

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law. The Superintendent shall provide

the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Non-discrimination Assurance

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

Appeal From a Decision

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. ' 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk In Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students, which were denied benefits, shall not receive benefits during the appeal.

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

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.

105 ILCS 125/0.01 et.seq.

23 Ill. Admin. Code §305.10 et seq.

ADOPTED: November 3, 1987

REVISED: December 5, 1995

REVIEWED: September 19, 2006

REVIEWED: September 17, 2008

Fee Waiver

Board Policy 4:140

A student shall be eligible if student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or a designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

Fiscal Management - Revenue

Student Fees

Annually the School Board may determine the School District's need to establish student fees for extracurricular activities and services. All student fees and charges, both optional and required, shall be published in each school's student handbook or in some other written form and distributed to each student.

Students shall be notified that fees are to be paid within thirty (30) days of the date they become due. Furthermore, students shall be advised that failure to pay fees may result in denial of participation in extracurricular activities.

Included in the School District's schedule of fees shall be an explanation of the right to have a fee waived for those students whose parents are unable to afford them. Fines, Fees and Charges

It is the policy of the School Board to charge a nominal fee for the use of consumable workbooks, textbooks, etc.

Students will be expected to pay for any willful damage to school property or for loss of schoolbooks.

Students shall not be denied academic services or academic credit due to the inability or unwillingness of parents or guardians to pay textbook fees, fines, other school fees or charges for damaged property. The parent is legally responsible for such indebtedness, not the student, and any action taken by the District to collect such fees should be taken against the parent.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25

23 Ill. Admin. Code 1.245 [unenforceable].

ADOPTED: December 3, 1991

REVISED: February 6, 1996

REVISED: January 11, 2000

REVIEWED: September 19, 2006

REVIEWED: September 17, 2008

REVISED: February 16, 2010

Administrative Procedure 4:140-AP
ANNUAL PUBLIC ANNOUNCEMENT

1. Letter to Parents

The school district shall announce its waiver of student fees policy on or about the beginning of every school year and whenever there is a change in the policy. Each parent(s)/guardian(s) will receive a letter regarding the waiver of student fees including the current income scale eligibility and an application form. Any parent(s)/guardian(s) enrolling a child in a school for the first time, at any time during the school year, shall be supplied with such documents.

2. Public Release

A public release containing the same information supplied to parent(s)/guardian(s) shall be made available to the media on or about the beginning of each school year and whenever there is a change in the policy. In addition the information may be obtained by any interested party at the office of the Building Principal.

APPLICATION PROCEDURE

1. Parent(s)/guardian(s) will be requested to complete the waiver of student's fee application and return the form to the Building Principal for review. The application and the record of action taken will be maintained by the school.
2. In cases where, for various reasons, a parent or other adult members of the family may not initiate a request, the classroom teacher, educational leader, visiting teacher, or other official may complete an application to establish eligibility, where needed, for children.
3. Applications may be filed at any time during the year.
4. The Building Principal shall determine the student's eligibility for fee waiver based on the school district's prerequisites for waiver.
5. The parent(s) or guardian(s) shall be notified within 14 days of the acceptance or denial of their student's waiver of fee application.
6. If the application is rejected, the reason will be stated and parents will be informed of appeal procedures. The parent(s) or guardian(s) will also be informed that they may reapply at anytime if circumstances change.

APPEAL PROCEDURES

The Building Principal will use the District's approved hearing procedure in cases of appeal by the parent(s)/guardian(s) of the school's decision on applications, or in cases of challenge of a student's continued eligibility.

The parent(s)/guardian(s) may appeal the denial of a fee waiver application by submitting the appeal in writing to the Superintendent within 14 days of the denial.

The Superintendent or a designee shall respond to the parents'/guardians' appeal within 14 days of receipt of the appeal.

If the Superintendent or a designee denies the application for the student's waiver of fee, the parent(s)/guardian(s) may submit a written appeal to the School Board.

The School Board shall respond to the appeal in a reasonable length of time. The Board's decision is final.

ADOPTED: February 6, 1996

REVIEWED: September 19, 2006

Alternative Learning Opportunities

Board Policy 6:110

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program. The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives programs if he or she:

1. Is considered a dropout according to State law
2. Has been suspended or expelled

3. Is pregnant or is a parent
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/13B-1, et seq., 5/26-2a, 5/26-13, and 5/26-14.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: January 22, 2002

REVISED: December 5, 2006

REVIEWED: December 10, 2008

English Language Learner Notification

Board Policy 6:160

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.

Appropriately identify students with limited English proficiency.

Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.

Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.

Determine the appropriate instructional program and environment for English Language Learners.

Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.

Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.

Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

LEGAL REF.: 20 U.S.C. §§6312-6319 and 6801.

34 C.F.R. Part 200.

105 ILCS 5/14C-1 et seq.

23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: August 19, 2008

REVIEWED: December 10, 2008

Title I Parental Involvement

Board Policy 6:170

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School level compacts.

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by

federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated by Reference 6:170-E1 (District-Level Parental Involvement Compact) and 6:170-E2 (School-Level Parental Involvement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. § 6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Language Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health and Dental Examinations, Immunizations, and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: October 3, 2000

REVISED: December 5, 2006

REVISED: April 8, 2008

REVIEWED: December 10, 2008

NCLB Notification

Administrative Procedure 6:170-AP2

Surveys

Board Policy 7:15

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Any educational research and evaluation projects conducted must be done in accordance with School Board Policy 8:15 and its corresponding procedures.

Surveys Created by a Third Party

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

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

Survey Requesting Personal Information

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

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

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

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

Instructional Material

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

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

Physical Exams or Screenings

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

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

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy including, but not limited to, drug and alcohol testing completed pursuant to reasonable suspicion or consent to random testing as provided in Board Policy 7:300.

Selling or Marketing Students' Personal Information Is Prohibited

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

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

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

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

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

Notification of Rights and Procedures

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

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

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: Protection of Pupil Rights, 20 U.S.C. §1232h.

Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/1

et seq.

105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260

(Complaints About Curriculum, Instructional Materials, and Programs), 7:130

(Student Rights and Responsibilities)

ADOPTED: February 3, 2009

Birth Certificates

Board Policy 7:50

School Admissions and Student Transfers To and From Non-District Schools To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parent(s)/guardian(s) may request early admission of a child's entrance. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10 day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph which appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health Examinations, Immunizations, and Exclusion of Students.

Homeless Children

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

Student Transfers To and From Non-District Schools

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

Foreign Exchange Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed 12 months.

The number of exchange students admitted in any given year will be 4. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individuals may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of school and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under Policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals With Disabilities in Education Act or accommodation plans under the Americans With Disabilities Act.

LEGAL REF.: Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1101.20

U.S.C. § 1400 et seq. 42 U.S.C. § 12101 et seq. 105 ILCS 5/10-20.12, 5/10-22.5a,

5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1.325 ILCS 55/1 et seq. and

50/1 et seq.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program) 6:140 (Education of Homeless Children), 6:310 (Credit For Alternative Courses and Programs, and Course Substitutions), 7:60 (Residence), 7:110 (Student Transfers), 7:70 (Attendance and Truancy), 7:100 (Health Examinations, Immunizations, and Exclusions of Students), 7:340 (Student Records)

ADOPTED: January 14, 1997

REVISED: July 14, 1998

REVISED: January 11, 2000

REVISED: October 2, 2001

REVISED: June 12, 2007

REVISED: April 22, 2008

REVISED: February 3, 2009

Medication

Board Policy 7:270

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

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

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

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

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

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

ADMIN. PROC.: 7:270-AP (Dispensing Medication), 7:270-E (School Medication Authorization Form)

ADOPTED: November 3, 1987

REVISED: October 6, 1992

REVISED: January 11, 2000

REVISED: January 22, 2002

REVISED: June 12, 2007

REVIEWED: December 10, 2008

Administrative Procedure 7:270-AP

| Actor | Action |
|--------------------------------|--|
| <i>Parent(s)/Guardian(s)</i> | <p><i>Ask the child's physician, dentist, or podiatrist if a medication, either prescription or non-prescription, must be administered during the school day.</i></p> <p><i>If so, ask the health care provider to complete a "School Medicine Authorization Form." This Form will provide information and dispensing instructions to the school, including side effects, if any. The school will not store or dispense any medication unless this form is completed and given to the school. Your child or ward will not be allowed to possess asthma medication on school grounds unless this form is completed. If a student is on a medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year.</i></p> |
| <i>Parent(s)/Guardian(s)</i> | <p><i>Bring the medication to the school office. However, if the medicine is prescribed for asthma, a student may keep possession of it for immediate use at the student's discretion. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:</i></p> <p><i>Student's name</i> <i>Prescription number</i> <i>Medication name/dosage</i> <i>Administration route and/or other direction</i> <i>Date and refill</i> <i>Licensed prescriber's name</i> <i>Pharmacy name, address and phone number</i> <i>Name or initials of pharmacist</i></p> <p><i>Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.</i></p> |
| <i>Parent(s)/Guardian(s)</i> | <p><i>At the end of the treatment regime, remove any unused medication from the school.</i></p> |
| <i>School Office Personnel</i> | <p><i>Provide a copy of these procedures, as well as a "School Medication Authorization Form," to inquiring parent(s)/guardians(s).</i></p> |
| <i>School Office Personnel</i> | <p><i>Whenever a parent/guardian brings medication for a student to the office, summon the school nurse.</i></p> <p><i>If the school nurse is unavailable, accept the medication, provided the parent/guardian also submits a completed "School Medication Authorization Form" and the medication is in the appropriate container. Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible</i></p> |

| Actor | Action |
|---|---|
| <i>School Nurse (certificated school nurse or non-certificated registered professional nurse)</i> | <i>Ensure that parent/guardian who brings medication for his or her child/ward has complied with the parent's/guardian's responsibilities as described in this administrative procedure.</i> |
| | <i>In conjunction with the licensed prescriber and parent(s)/guardian(s), identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication.</i> |
| | <i>Store the medication in a locked drawer or cabinet. However, if the medicine is prescribed for asthma, a student may keep possession of it for immediate use. Medications requiring refrigeration should be refrigerated in a secure area.</i> |
| | <i>Plan with the student the time(s) the student should come to the nurse's office to receive medications.</i> |
| | <i>Document each dose of the medication in the student's individual health record. Documentation shall include date, time, dosage, and the signature of the person administering the medication or supervising the student in self-administration.</i> |
| | <i>Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent(s)/guardian(s) as requested by the licensed prescriber.</i> |
| | <i>Document whenever the medication is not administered as ordered, as well as the reasons.</i> |
| | <i>If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</i> |
| <i>Building Principal</i> | <i>Supervise the use of these procedures.</i> |
| | <i>Perform any duties described for school office personnel, as needed.</i> |
| <i>Building Principal</i> | <i>Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. Teachers and other non-administrative school employees, except school nurses, non-certificated and registered professional nurses, shall not be required to administer medication to students.</i> |
| | <i>Make arrangements, in conjunction with the parent(s)/guardian(s), supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip. Unless these arrangements can be made, the student must forego the field trip.</i> |

ADOPTED: December 5, 2000

REVISED: January 22, 2002

Student Programs

Avoiding Sexual Abuse Instruction

Administrative Procedure 6:60-AP

Driver Education - Entrance Requirements

Any student attending Morton High School must receive a passing grade in at least eight (8) courses during the previous two (2) semesters before enrolling in driver education, or in case of drop outs, their last two semesters. The definition of a course is any class at the Junior or Senior High School from which a student receives one-half credit per semester and that credit is on the official transcript. If the eight (8) course restriction requires the evaluation of junior high grades, the grades must be from an official transcript or certification from the school. A student report card may not be used for verification. If a student is home schooled, the individual responsible for the education of the student must certify that the courses being considered were passed successfully. This certification must be in writing and notarized, preferably at the District Office.

The Superintendent of Schools may waive the eight (8) course requirement only when there are extreme financial, medical or personal circumstances warranting such. The Superintendent will request the High School administration, Counseling Department and driver education teachers to review the circumstances surrounding the waiver request and submit a written recommendation within five (5) school days. The Superintendent will respond to the request within five (5) school days of receipt of the recommendation.

Comprehensive Health Education Program

No student shall be required to take or participate in any class or course on AIDS, family life instruction, or sex abuse, if his or her parents(s)/guardian(s) submit a written objection to the Building Principal. Parent(s)/guardian(s) of students in grades kindergarten through 8th shall be given at least five (5) days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action.

Parents(s)/guardian(s) shall be provided the opportunity to preview all print and nonprint materials used for instructional purposes.

APPROVED: January 1, 1994

REVISED: March 4, 1997

REVISED: May 7, 2010

Special Education Services

Board Policy 6:120

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C.

§1400 et seq.

Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794.

105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a.

23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: November 3, 1987

REVISED: June 7, 1994

January 11, 2000

October 2, 2001

REVIEWED: December 5, 2006

REVISED: February 3, 2009

Administrative Procedure 6:120-AP

Student Responsibilities

Attendance

Board Policy 7:70

The School Board believes attendance is a key factor in student achievement and success in education. The responsibility for regular student attendance is the responsibility of the parents/guardians and the student.

Student absenteeism should be kept to the minimum; however, the School Board recognizes that some absences are unavoidable and classified “excused absences”.

District students shall be given the opportunity to make up school work missed due to absences that are considered unavoidable.

Student’s absenteeism considered avoidable is classified truancy. The student may be given the opportunity to make up work missed due to an unexcused absence.

The District may request written verification of a student’s absence due to illness from a physician licensed to practice medicine in the State of Illinois after a three day absence.

A student must be in attendance for one-half school day in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

ATTENDANCE – Absences and Excused/Unexcused

Student attendance at school is the responsibility of the parents/guardians and the student.

Regular attendance in all classes shall be expected of students. Students shall be made aware that attendance is part of the evaluation in each class and that excessive absences may drastically affect their

educational program. The School Board recognizes two kinds of absences – excused and unexcused absence.

Each Building Principal, with the Superintendent’s approval, shall establish rules and guidelines for excused, unexcused and pre-arranged absences. The rules and guidelines shall be included in the Parent/Student Handbook and shall be distributed to all students and their parents or guardians.

The School Board believes that an educational system is organized on the basic premise that all students shall regularly attend school. When a student is absent, the absence shall be treated as excused or unexcused. Absences shall be excused only for the following reasons:

1. personal illness
2. bereavement
3. quarantine
4. family emergencies
5. medical appointments
6. pre-approved vacations with parents
7. college/university appointments
8. job interviews
9. court appearances
10. observance of religious holidays
11. written requests approved in advance by the administrator

All other absences shall be considered unexcused.

ATTENDANCE – Parental Notification of Unauthorized Absences

In grades kindergarten through eight prior to enrollment of a student, the District shall notify the parent, legal guardian or person having legal custody of the child of his responsibility to authorize any absence and to notify the school in advance or at the time of any absence of the child. At the time of enrollment, the parent, legal guardian or person having legal custody of the child shall provide at least one and not more than two telephone numbers to be used for the purpose of notification of the child’s unauthorized absence. The numbers may be changed upon notification to the school.

If any student enrolled in grades kindergarten through eight is absent from school, and there is no record that the absence is for a valid cause, nor notification that the absence has been authorized by the parent, legal guardian, or other person having legal custody of the child, a District employee or other District designated agent shall make a reasonable effort to notify the parent, legal guardian, or person having legal

custody of the child's absence from school within two hours after the first class in which the child is enrolled by telephoning the one or two numbers given the school.

The requirements of the Policy shall have been met if notification of an absence has been attempted by telephoning the one or two numbers given the school by the parent, legal guardian or other person having legal custody of a child, whether or not there is any answer at such telephone number or numbers. Further, the requirements of this Policy shall have been met if the said notification is given to a member of the household of the child's parent, legal guardian or other person having legal custody of the child, provided the member of the household is 10 years of age or older.

Definitions

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor and will maintain a process to identify and track such students as defined in The School Code, Section 26-2a. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

Any 16 or 17 year old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants. If truancy continues after

supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Tazewell County. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given.

Student Employment

The School Board recognizes the appropriateness of a work/study program in the case of specific students. Students who need or desire to work while attending school may do so provided their work commitments do not interfere with their school attendance.

As a general rule, students shall not be employed during the school day unless special permission has been granted by the Superintendent.

Junior and senior students qualified under the Cooperative Work Program in the area of office occupations, JTPA, or others approved by the School Board may be considered for employment by the District if such employment is approved by the Superintendent. Any position for which a qualified student may be employed must be approved by the School Board.

Withdrawal or Exclusion From School

The Superintendent shall establish procedures for student withdrawal from school. However, every attempt shall be made by the entire District staff to encourage and influence all students to remain in school through high school graduation.

The Superintendent or designee shall maintain a protocol for making the notifications required by The School Code, Section 26-3a, concerning students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of

non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the criteria established below.

The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

A process shall also be maintained for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in The School Code, Section 26(c). A parent/guardian has the right to appeal a decision to exclude a student; the Illinois State Board of Education's rule will control the appeal process, 23 Ill. Admin. Code §1.242.

LEGAL REF.: 105 ILCS 5/26-1, 5/26-2a, 5/26-3b, 5/26-9, 5/26-12, 5/26-13, and 5/26-15.

Hamer v. Board of Education, 383 N.E.2d 231 (2nd Dist. 1978).

Ill. Rev. Stat., ch. 122, para. 26-2b, P.A. 84-212

Ill. Rev. Stat., ch. 122, para. 26-2a, 26-9, 26-12

Hamer v. Board of Education, 582 M/E/ 2d 231 (1978)

Campbell v. Board of Education of New Milford, 475 A. 2d, 289 Conn. (1984)

P.A. 84-1420

Ill. Rev. Stat., ch. 122, para. 26-1

P.A. 84-1338 (1986)

Ill. Rev. Stat., ch. 122, para 26-3b

Hamer v. Board of Education 383 N.E. 2d 231 (1978)

CROSS REF.: 6:110, 7:80, 7:190, 7:50

ADOPTED: November 3, 1987

REVISED: January 11, 2000

REVISED: June 12, 2007

REVIEWED: October 1, 2009

Search and Seizure

Board Policy 7:140

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

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

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

Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. **Seizure of Property** If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a. *Cornfield v. Consolidated High School Dist. No. 230*, 991 F.2d 1316 (7th Cir., 1993).

People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).

Vernonia School District 47J v. Acton, 115 S.Ct. 2386 (1995).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED: January 14, 1997

REVISED: May 1, 2001

REVISED: June 12, 2007

REVIEWED: December 10, 2008

Bullying

Board Policy 7:180

Student Discipline

Board Policy 7:190

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. 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.

- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. 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. to attend school or school functions and are created as though they had the prohibited substance, as applicable, in their possession.
- 4. Using, possessing, controlling, or transferring a weapon in violation of 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
- 12. 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.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. 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.
12. 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.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such

action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 person, or for the purpose of self-defense or defense of property.

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7, 5/10-21.10,

5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, and 5/31-3.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by

Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: November 3, 1987

REVISED: June 7, 1994

REVISED: December 5, 1995

REVISED: July 14, 1998

REVISED: January 12, 1999

REVISED: January 11, 2000

REVISED: May 1, 2001

REVISED: October 2, 2001

REVISED: January 22, 2002

REVISED: June 12, 2007

REVIEWED: December 10, 2008

Administrative Procedure 7:190-AP2

Board Policy 7:200

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons, property, or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

LEGAL REF.: Goss v. Lopez, 95 S.Ct. 729 (1975).

Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-22.6(b).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)

ADOPTED: June 7, 1994

REVISED: July 14, 1998

REVISED: June 12, 2007

REVIEWED: December 10, 2008

Board Policy 7:210

School Bus Safety Procedures

Board Policy 7:220

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

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

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

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records, such recordings are exempt from the Eavesdropping Act.. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

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

105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.

720 ILCS 5/14-3(m)

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Discipline), 7:200

(Suspension Procedures), 7:340 (Student Records)

ADMIN. PROC.: 4:170-AP3 (School Bus Safety Rules)

ADOPTED: June 7, 1994

REVISED: September 2, 1997

REVISED: July 11, 2000

REVISED: June 12, 2007

REVISED: January 15, 2008

REVIEWED: December 10, 2008

Administrative Procedure 4:170-AP3

Administrative Procedure 7:220-AP

Electronic Recordings on School Buses

Review of Electronic Recordings

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the Building Principal) Transportation Director, bus driver, coach, or other supervisor. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

Notice of Electronic Recordings

Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

Student Conduct

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy and shall reimburse the School District for any repairs or replacement necessary as a result of the tampering.

ADOPTED: September 2, 1997

REVISED: November 27, 2007

Misconduct by Students with Disabilities

Board Policy 7:230

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §3351 et seq.

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED: November 3, 1987

REVISED: June 7, 1994

REVISED: December 5, 1995

REVISED: October 2, 2001

REVIEWED: June 12, 2007

REVISED: February 3, 2009

Dress Code

Board Policy 7:160

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

The Building Principal is the final authority for judging the appropriateness of a student's appearance.

LEGAL REF.: 105 ILCS 5/10-22.25b.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:165 (School Uniform), 7:190 (Student Discipline)

ADOPTED: January 14, 1997

REVIEWED: June 12, 2007

REVISED: April 22, 2008

REVIEWED: December 10, 2008

Co-curricular

Board Policy 7:240

The superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

A copy of the Extracurricular Activities Code will be provided to participants and will be signed by the participant and at least one parent. Upon signing, the participant and parent acknowledge that the Code will apply during the participant's entire high school career and for all extracurricular activities in which he or she might participate. A signed copy will be placed on file with the Athletic Director. Although only one signed copy of the Extracurricular Activities Code is necessary during a participant's high school career, coaches and sponsors shall review the Code with participants annually.

Students participating in athletics must have purchased the accident insurance made available through the school or have on file with the Athletic Director, the insurance waiver form signed by the student and parent or guardian verifying adequate insurance coverage. Morton High School does not assume financial responsibility for accidents incurred in athletic participation.

Extracurricular Drug and Alcohol Prevention Program

The District maintains an Extracurricular Drug and Alcohol Prevention Program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities and parking on campus are privileges and participants need to be exemplars. The program promotes health and drug-free participation. Each student who desires to participate in extracurricular activities or receive a parking pass, along with his or her parent(s)/guardian(s), must consent to random drug and alcohol screening. Failure to sign a proper consent form shall result in nonparticipation in extracurricular activities and no parking privileges. Once consent is provided, it shall apply for the remainder of the student's attendance in Morton schools, unless specifically withdrawn in writing. If consent is withdrawn, it may be reinstated provided, however, that the student will be ineligible for extracurricular activities and parking privileges for a period of one calendar year following the reinstatement of consent.

Participating students will be randomly selected to take drug and alcohol tests from time to time. If a student refuses to take a test when randomly selected, the student shall be considered to have withdrawn their consent and be ineligible for participation in extracurricular and parking privileges. If a first "positive" result is obtained, the student will have parking privileges revoked for the remainder of the school year and will be suspended from participation for 25% of the games or events in the current

extracurricular activity season, however, such period may be reduced as set forth in the Extracurricular Activities Code. If a second “positive” result is obtained during the student’s attendance in the Morton schools, the student will have parking privileges revoked for the remainder of the school year and shall be suspended from participation for 50% of the games or events in the current extracurricular activity season. Each year, the Superintendent or his designee shall develop a comprehensive list of the extracurricular activities that are subject to this policy and denote the particular penalty for a first and second offense for each activity. If the student is involved in more than one activity at the time of a positive result, the applicable suspension will apply to each activity. If the current activity does not have a sufficient number of games or events remaining in the season, the balance of the student’s suspension shall be served in the student’s next activity, provided, however, that the administration reserves the right to delay serving the balance of the suspension if the student participates in a new activity following the positive test. If the student is not currently involved in any activities at the time of a “positive” test, the length of the activity suspension shall be based upon the season of the next upcoming activity for the student. If a third positive result is obtained during the student’s attendance in the Morton schools, the participant shall not be allowed to participate in extracurricular activities for the remainder of his or her school career.

The Superintendent or his designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drugs and/or alcohol usage exists. In addition to random alcohol and drug testing, the District reserves the right to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use. Performance Enhancing Drug Testing The Illinois High School Association (IHSA) randomly tests the student athletes who qualify as individuals or as members of a team for selected State series competitions. The student athlete and his or her parent(s)/guardian(s) shall consent, in writing, to the random drug testing before participating in interscholastic athletics. Failure to sign the consent form renders the student athlete ineligible. The Superintendent or designee shall develop procedures to implement the District’s compliance with this IHSA policy.

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).

Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O’Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:190 (Student Discipline), 7:300 (Extracurricular Athletics)

ADOPTED: January 14, 1997

REVISED: February 5, 2008

REVISED: February 3, 2009

Administrative Procedure 7:240-AP

Suspension - Athletics

A student may be suspended or dropped from an extracurricular activity for:

1. Failure to maintain the academic standards set forth in the District's Handbook of Rules and Regulations and Athletic Code of Conduct;
2. Violation(s) of the I.H.S.A. and I.E.S.A. Student Code of Conduct for Athletes;
3. After injury, failure to receive a medical release statement from a physician;
4. Failure to take a test under the District Extracurricular Drug and Alcohol Prevention Program or taking a test which has a "positive" result, as more particularly set forth in Section 7:245.

ADOPTED: January 14, 1997

REVISED: June 29, 2009

Student Rights

Uniform Grievance Procedure

Board Policy 2:260

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
7. sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;

9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open. Filing a Complaint

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

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent,

the written report shall be filed with the School Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

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

The Superintendent shall appoint at least one Complaint Managers, to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

Nondiscrimination Coordinator/Complaint Manager:

Name **Deidre Ripka**

Address 350 N. Illinois, Morton IL 61550

Telephone No. (309) 266-7182

Complaint Managers:

Name **Greg Crider Dennis Johnson**

Address 225 E. Jackson, Morton IL 61550 _ 350 N. Illinois, Morton, IL 61550

Telephone No. (309) 266-6522 (309) 266-7182

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.

McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112.

23 Ill.Admin.Code §§1.240 and 200-40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Sexual Harassment), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Complaints)

ADOPTED: October 5, 1993

REVISED: December 5, 1995

REVISED: July 14, 1998

REVISED: May 1, 2001

REVISED: July 12, 2005

REVISED: September 19, 2006

REVISED: October 2, 2007

REVISED: January 15, 2008

REVIEWED: September 2, 2008

REVISED: January 12, 2010

Equal Educational Opportunities

Board Policy 7:10

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

Sex Equity

No student shall, based on sex 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 Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Title IX, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Religious Freedom Restoration Act, 775 ILCS 35/5.

Ill. Constitution, Art. I, §18.

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).

105 ILCS 5/101 et seq.

775 ILCS 5/1-101 et seq.

23 Ill.Admin.Code §1.240 and Part 200. CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:220 (Instructional Materials Selection and Adoption), 7:20 (Harassment of Students Prohibited), 7:130 (Student Rights and Responsibilities), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

ADOPTED: January 14, 1997

REVISED: January 11, 2000

REVISED: October 3, 2000

REVISED: October 2, 2001

REVIEWED: June 12, 2007

REVISED: February 3, 2009

Sexual Harassment Policy

Board Policy 7:20

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

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

Nondiscrimination Coordinator:

Name Deidre Ripka

Address 350 N. Illinois, Morton, IL 61550

Telephone No. 309-266-7182

Complaint Managers:

Name Greg Crider Dennis Johnson

Address 225 E. Jackson St., Morton, IL 61550 350 N. Illinois, Morton, IL 61550

Telephone No. 309-266-6522 309-266-7182

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

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

disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. §1681 et seq. 34 C.F.R. Part 106.

105 ILCS 5/10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).

Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).

Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).

West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities), 7:190 (Student Discipline)

ADOPTED: October 6, 1992

REVISED: January 12, 1999

REVISED: October 5, 1999

REVISED: April 4, 2005

REVISED: June 12, 2007

REVISED: January 15, 2008

REVISED: February 3, 2009

Right to Request Teacher Qualifications

Administrative Procedure 5:190-E1

Homeless Students

Board Policy 6:140

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and

State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq. 105 ILCS 45/1-1 et seq.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health Examinations, Immunizations, and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

ADOPTED: November 3, 1987

REVISED: December 5, 2006

REVIEWED: December 10, 2008

Administrative Procedure 6:140-AP

Student Records

Board Policy 7:340

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District,

except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

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

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

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002). Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002). Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

Children's Privacy Protection and Parental Empowerment Act, P.A. 93-462 105 ILCS 5/10-20.37, 5/14-1.01 et seq., and 10/1 et seq.

50 ILCS 205/7.

23 Ill.Admin.Code §§226 and 375. CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information, 7:15 (Student and Family Privacy Rights)

ADMIN PROC.: 7:15-E (Exhibit - Notification to Parents of Family Privacy Rights), 7:340-AP (Administrative Procedure - Student Records), 7:340-E (Exhibit – Notification of Rights Concerning a Student's School Records)

ADOPTED: November 3, 1987

REVISED: June 11, 1996

REVISED: September 2, 1997

REVISED: May 1, 2001

REVISED: June 12, 2007

REVIEWED: December 10, 2008

Administrative Procedure 7:340-E1

Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parents/guardians.

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

The *permanent record* shall include:

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

The *permanent record* may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

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

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey
- The *temporary record* may include:
 - Family background information
 - Intelligence test scores, group and individual
 - Aptitude test scores
 - Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health

or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent's/ guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:
 - a. Name
 - b. Address
 - c. Gender
 - d. Grade level
 - e. Birth date and place
 - f. Parents'/guardians' names and addresses
 - g. Academic awards, degrees, and honors
 - h. Information in relation to school sponsored activities, organizations, and athletics
 - i. Major field of study
 - j. Period of attendance in school

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

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

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

ADOPTED: October 9, 2009

Military Recruiting

Administrative Procedure 7:340-E2

Exhibit - Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information

What do the U.S. Patriot Act and No Child Left Behind Act require of schools with regard to allowing military recruiters access to students?

The Patriot Act has nothing to do with the military recruiter access to students or information. It requires schools to comply with an *ex parte* order issued in connection with the investigation or prosecution of terrorism. A court issues an *ex parte* order without notice to an adverse party. Student records may be disclosed pursuant to such an order without parents' consent or knowledge.

Two pieces of legislation require schools receiving funds under the Elementary and Secondary Education Act to: (1) give military recruiters the same access to secondary school students as they provide to postsecondary educational institutions or to prospective employers or an institution of higher education, and (2) provide students' names, addresses, and telephone listings to military recruiters, when requested. Those laws are:

§9528 of the No Child Left Behind Act of 2001, 20 U.S.C. §7908.

10 U.S.C. §503, as amended by the National Defense Authorization Act for Fiscal Year 2002.

What information about students (and which students) must be disclosed to military recruiters by our administration?

Secondary schools must disclose names, addresses, and telephone numbers of secondary students, unless parents/guardians have requested the information not be released.

What notification must schools provide to parents before disclosing students' names, addresses, and telephone numbers to military recruiters and institutions of higher education?

Under federal and State laws governing student records, schools must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes names, addresses, and telephone numbers. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent. Under the No Child Left Behind Act, schools must notify parents that the school routinely discloses names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request, subject to a parent/guardian’s request not to disclose such information without written consent.

A notice provided through a mailing or student handbook informing parents of the above information is sufficient to satisfy the parental notification requirements. The notification must advise parents how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a parent opts out of providing directory information to third parties, the opt-out also applies to requests from military recruiters and institutions of higher education. For example, if the opt-out states that telephone numbers will not be disclosed to the public, schools may not disclose telephone numbers to military recruiters.

If a school does not release “directory information,” it still must provide students’ names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. The school must notify parents that it discloses information to military recruiters and institutions of higher education, noting that parents have the right to opt their children out of this disclosure.

Does recruitment take place in a private office or out in a common area?

Neither federal nor State law addresses where recruitment takes place. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions recruiters and/or prospective employers.

How frequently are recruiters present?

Neither federal nor State law addresses how often recruiters may have access to students. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions and prospective employers.

What information does a military recruiter request of students during the interview?

The type of questions military recruiters may ask students is generally not limited. Of course, students may refuse to cooperate or even refuse to be interviewed.

Can schools supervise recruiters to ensure they do not approach impressionable students too strongly?

Federal law does not grant authority to schools to supervise military recruiting efforts. The school may, of course, require military and postsecondary recruiters to abide by the District's policy governing conduct on school property.

What are parents' rights relative to military recruiters on campus?

Parents may instruct their children to forgo being interviewed by military and/or postsecondary recruiters or prospective employers.

What information do schools provide to families relative to recruiting that goes on at school?

Neither federal nor State law addresses what information schools must provide to parents regarding the recruiting that takes place at school – this is a local issue to be determined by the Superintendent or Building Principal.

Where can I get more information on the requirements of 10 U.S.C. §503?

The Office of the Secretary of Defense may be contacted for copies of the statute, or questions relating to it. Please contact the Accession Policy Directorate as follows:

Director, Accession Policy

4000 Defense Pentagon

Washington, DC 20301-4000

Telephone: 703/695-5529

Where can I get more information on the requirements of §9528 of the ESEA?

The Family Policy Compliance Office (FPCO) in the Department of Education administers FERPA as well as §9528 of the ESEA (20 U.S.C. §7908), as amended by the No Child Left Behind Act of 2001. School officials with questions on this guidance, or FERPA, may contact the FPCO at FERPA@ED.Gov or write to the FPCO as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Telephone: 202/260-3887

Fax: 202/260-9001

www.ed.gov/offices/OM/fpco

ADOPTED: October 9, 2009

Accommodating Individuals with Disabilities

Board Policy 8:70

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

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

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

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

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

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.

Complaint Managers: Deidre Ripka

Dennis Johnson

Address 350 N. Illinois, Morton, IL 61550

350 N. Illinois, Morton, IL 61550

Telephone No. (309) 266-7182

(309) 266-7182

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. ' ' 12111 et seq. and 12131 et seq.
28 C.F.R. Part 35.

CROSS REF.: 2.260 (Uniform Grievance Procedure)

ADOPTED: January 14, 1997

REVISED: February 6, 2007

General Information

Hazardous and Infectious Materials

Administrative Procedure 4:160-AP

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. Examples of such materials include, but are not limited to:

- any item contained in the definition of “toxic substance” in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations.
- an item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids;
- non-building related asbestos materials;
- lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes);
- compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);
- solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);
- liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous or cause serious bodily injury;
- materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenticide, bactericides);
- regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

The Buildings and Grounds Supervisor:

1. Maintains a perpetual inventory of hazardous materials.
2. Makes available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compiles Material Safety Data Sheets (MSDS) and distribute them to employees. The data sheets will be maintained and updated when necessary.
4. Makes available MSDS to all persons requesting the information.
5. Stores hazardous materials in compliance with local, State, and federal law. Storage containers will be labeled and stored in a location, which limits the risk presented by the materials. Containers will be stored in a limited-access area.

6. Transports hazardous materials in a manner which poses the least possible risk to persons and the environment and which is in compliance with local, State, and federal law.
7. Classifies hazardous materials as current inventory, waste, excess, or surplus. Disposal of hazardous materials will be done in compliance with local, State, and federal law.

Pesticide Application

The Buildings and Grounds Supervisor provides an annual schedule of pesticide application to the supervisor of each District Building. The supervisor of each District building notifies students and employees in their building, as well as the parent(s)/guardian(s) of students, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case, the Structural Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Buildings and Grounds Supervisor is responsible for compliance with the Structural Pest Control Act's requirements regarding an integrated pest management program. If, after August 1, 2000, the Superintendent determines that an integrated pest management program is economically feasible, the Buildings and Grounds Supervisor shall develop a program incorporating the Department of Public Health guidelines. If after August 1, 2000, the Superintendent determines that an integrated pest management program is not economically feasible, the Buildings and Grounds Supervisor shall comply with the notification mandates in the Structural Pest Control Act (225 ILCS 235/2).

Training and Necessary Equipment

Each Building Principal and noncertificated staff supervisor ensures that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials. Emergency response and evacuation plans will be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee is provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards. An attendance record of an employee's participation in the training is maintained.

Substitute Non-Hazardous Materials

District staff substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities.

No art or craft material containing a toxic substance is ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

Infectious Materials

The Buildings and Grounds Supervisor prepares and distributes to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall be reviewed and updated by the Superintendent at least annually. The Plan shall address the following issues:

- exposure determination;
- implementation schedule;
- procedures for evaluating an exposure incident.

Emergency Response Plan

The Building Principal ensures that proper procedures for cleaning-up potentially hazardous material spills are followed:

1. A building custodian is responsible for the actual cleanup.
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times.
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

Evacuation

1. Evacuation rules are posted in each room. The rules will indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building. The posted rules are discussed with each class using the room during the first days of the school year.
2. A distinct signal is used for evacuation only. Another signal is used for return to class.
3. No person remains in class during evacuation drills.
4. Evacuation areas are no closer than 50 feet away from buildings and out of driveways.
5. Each student is responsible for moving quickly and quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. Each teacher:
 - a. maintains order during evacuation,
 - b. assigns students to hold the door open – these students will rejoin classmates outside when the last person has passed through the doors,
 - c. takes roll book and check roll when the class is in the assigned area – a missing student's name will be reported immediately to the Building Principal or designee.
7. The Building Principal reports each evacuation to the Superintendent.
8. The Building Principal conducts evacuation drills at regular intervals, but at least once yearly. Such drills can coincide with fire drills.

Bloodborne Pathogen - Clothing

In the event that an accidental blood spill occurs on an employee's clothing the following action shall be taken:

1. The employee will be given clothing to wear to temporarily replace that which is stained.
2. The principal or designee will protect themselves with gloves and clothing cover.
3. The principal or designee will place clothing in cold water, or hydrogen peroxide, to try to remove blood and then will place the garment in a red bag.
4. The principal or designee will take garment to the cleaners and notify them that the garment has a bloodstain, or if possible the garment will be laundered on site.
5. The principal or designee will pay for the cleaning of the garment and will return it to the employee as soon as possible.

If the garment is destroyed due to inappropriate action of the principal, designee, or the cleaners, the District will reimburse the employee if there is proof of purchase or an appraisal from a merchant of the employee's choice. If the garment is destroyed due to the blood spill or any inappropriate action of the employee, the District will not reimburse for the damaged garment.

LEGAL REF: 105 ILCS 135/1 et seq., 225 ILCA 235/2, Structural Pest Control Act

415 ILCS 65/3, Lawn Care Products Application and Notice Act.

820 ILCS 255/1 et seq., 23 Ill. Admin. Code § 1.330

29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code § 350.380.

REVISED: October 5, 1993

REVISED: January 11, 2000

REVIEWED: September 19, 2006

Criminal Offender Notification

Administrative Procedure 4:170-AP2

Sex Offender and Child Murderer Community Notification Law

Receipt of the Information

1. The Superintendent or designee serves as the District contact person for purposes of the Sex Offender and Child Murderer Community Notification Law and shall so notify local law

enforcement officials. The Superintendent may at any time request information from law enforcement officials regarding child sex offenders.

2. The Superintendent will provide Building Principals and other supervisors with a copy of the list received from law enforcement officials containing the names and addresses of child sex offenders.
3. Other school staff members will be provided a copy of the list on a need-to-know basis, but in any event, the following people will be told:
 - a. A teacher will be told if a parent/guardian of one of his or her students is on the list.
 - b. The school counselor, nurse, social worker, or other school service personnel will be told if a parent/guardian of a student for whom he or she provides services is on the list.
4. No person receiving the list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials.

Use of the Information

The Superintendent and Building Principal will use the list to screen all individuals who may come in contact with students at school or school events.

Volunteers:

- Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is or may be using as soon as that person is identified. The Building Principal shall immediately screen the volunteer's name and address against the list of child sex offenders. If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.
- If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call that he or she may not be on school property or at a school event without the prior permission of the Superintendent. The notice will provide the reason with reference to School Board Policy. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

Student Teachers and Other Students Doing Clinical Experience:

- The Building Principal shall screen the name and address of each student teacher and each student seeking to do clinical experience in the school against the list of child sex offenders. If a match is found, the Building Principal shall notify the Superintendent who shall contact the law enforcement officials to confirm or disprove the match.
- If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call that he or she is not allowed on school property or at a school event without the prior permission of the Superintendent. The notice will provide the reason with reference to School Board Policy. The Superintendent shall also inform relevant staff members and the Building Principal that the individual may not be used as a student teacher.

Contractors' Employees:

- If a staff member at any time becomes aware or suspicious that a contractor's employee is a child sex offender, the employee shall immediately notify the Superintendent. If the Superintendent believes the employee's information is credible, the Superintendent shall contact the contractor and request written assurance that the employee is not a child sex offender.

Individuals in the Proximity of a District's School:

- Each time a list of child sex offenders is received from a law enforcement official, the Building Principal shall review the list to determine if anyone on it lives in the proximity of his or her school.
- Upon discovering that a child sex offender lives in the proximity of his or her school, the Building Principal shall attempt to alter the route students travel to and from school in order to avoid contact with this individual.

Employees:

- Any person hired by the District shall submit to a criminal history background investigation, according to State law and District Policy 5:30, Hiring Process and Criteria.
- Each time a list of child sex offenders is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the School Board if a match is confirmed. The School Board will take the appropriate action to comply with State law that may include terminating the person's employment.

Informing Staff Members and Parent(s)/guardian(s) About the Law

1. Building Principals shall annually explain the Law and District policy to staff members and parent(s)/guardian(s). The explanation shall be in the parent-Student Handbook and may also be made by newsletter or other means. The explanation shall include an assurance that the District will use the information to screen individuals who have contact with students.
2. Requests for additional information shall be referred to local law enforcement officials.

APPROVED: February 4, 1997

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