

ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT #34

2020-2021

FAMILY HANDBOOK



The mission of Antioch Community Consolidated School District 34 is to inspire a passion for learning that empowers all students to achieve personal excellence.

Antioch District 34 Directory by Building

Antioch #34 District Office

964 Spafford Street
Antioch, IL 60002 (847) 838-8401

Superintendent: Dr. Bradford Hubbard

Director of Teaching and Learning: Kristina Guntharp

Administrator for Integration of Teaching, Learning & Technology: Adam Sax

Director of Student Services: Vasiliki Frake

Director of Human Resources: Jeff Knapp

Chief Financial Officer: Maria Treto-French

Mary Kay McNeill Early Learning Center

Coordinator of Early Learning: Michele Barkley

Grade: Pre-K Center

817 N. Main Street

Antioch, IL 60002

(847) 838-8901

Secretaries: Shannon Smigielski and Heather Potocek

Antioch Upper Grade School

Principal: Joseph Koeune

Asst. Principal: Josh Coon

Asst. Principal: Eric Dohrmann

Asst. Principal: Jodi Salata

Grades: 6-8

800 Highview Drive

Antioch, IL 60002

(847) 838-8301

**Secretaries: Cindy Baba, Ava Epps,
Dawn Rychtanek and Susan Baird**

Hillcrest Elementary School

Principal: Holly Kaprosy

Asst. Principal: Allison Waller

Grades: K-5

433 E. Depot Street

Antioch, IL 60002

(847) 838-8001

**Secretaries: Lori Debevec, Dana Lawrence,
and Bev Thompson**

Oakland Elementary School

Principal: Rebecca Adams

Asst. Principal: Lindsay Burns

Grades: K-5

818 E. Grass Lake Road

Lake Villa, IL 60046

(847) 838-8601

**Secretaries: Deb Sorby
and Kathy Martinez**

W.C. Petty Elementary School

Principal: Joanna Gerritsen

Asst. Principal: Jared Reardon

Grades: K-5

850 Highview Drive

Antioch, IL 60002

(847) 838-8101

**Secretaries: Sue Abramson and Merideth
Wagner**

Operations/Transportation

Director of Operations: Bill Schenk

Transportation Manager: Mary Holsinger

830 Highview Drive

Antioch, IL 60002

(847) 838-8388

Secretary: Sue Renick

AUTOMATED DISTRICT ATTENDANCE LINE: (847) 838-8181

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Attendance and Truancy

Attendance

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

Student Absences

There are two types of absences; excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (847) 838-8181 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an

unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction and Observance

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

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests for equivalent academic credit.

Make-Up Work

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

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Attendance on Take Your Child to Work Day

The District would prefer that students be in school unless a parent/guardian's place of employment has special events planned. If a parent/guardian intends on taking their child(ren) to work the following requirements must be met:

1. A letter on company letterhead stating the company's planned activities must be submitted by a parent/guardian, and it may be counted as an excused absence.
2. Students will be expected to make up any missed work.

Extracurricular Participation

Our schools offer some after school activities for students. These activities differ at each school and may include such things as intramurals, homework club, computer time, and running club (to name some that have been offered in the past). These activities are always subject to space availability and students being in good standing academically and behaviorally. These programs are generally provided without charge to students. Students must have approval to participate by their classroom teacher, parent or guardian, and the school principal or his/her designee. Approval is given when students are maintaining passing grades, completing class assignments on time, exhibiting responsible behavior while attending school or school events, and exhibiting a positive attendance pattern. Approval is also dependent on the availability of space. It is the parent/guardian's responsibility to provide transportation and pick their child up on time. Failure to pick up on time may result in removal from extracurricular activity.

Students Excused from Physical Education

Students may be excused from physical education for two days with a note from a parent or guardian. After two days, students will only be excused with a note from a health care provider.

Tardy Policy

Students who are tardy may be excused or unexcused. Excused tardies are given for students who are late to school because of unavoidable emergencies or professional appointments with doctors or dentists. A written note from the parent/guardian or doctor with the reason for the tardy is necessary to be given an excused tardy. Unexcused tardies are given for all students who are late to school without valid cause. For example, students

who are late because they overslept and missed the bus will be given an unexcused tardy. Office Discipline Referrals may be written for students who receive 4 or more tardies in a trimester and those with excessive tardies may be referred to the Lake County Regional Office of Education Attendance & Truancy Division.

Home/School Communications

While working together for the best interests of the children, it is important that the lines of communication between home and school are kept open. Teachers may share information via PowerSchool, classroom web pages, broadcast emails, and Friday Folders. A monthly newsletter is issued from the school office and other communications will be sent home as needed.

Right to Inspect Instructional Materials

Parents or guardians of any student may inspect any instructional materials used in the schools. Such materials include: textbooks, teachers' manuals, movies, and other media. You must contact the principal for an appointment should you wish to inspect any of these materials.

Telephones

To provide better telephone communication, each teacher has a telephone in his or her room. However, these phones only ring before and after school hours and messages may not be retrieved until after school hours. Please do not leave messages for students on classroom phones. Messages that are time sensitive should be directed to the school's main office.

Parent/Guardian Involvement

As partners in educating children, parent/guardian involvement is essential. We encourage participation in your child's school activities. Please let your child's teacher know if you would like to volunteer in the classroom or school. We ask that siblings not accompany the parent/guardian when you help in the classroom or at school parties.

Automated Phone Calling System and Texting System

The District utilizes an automated phone calling and texting system to the household's selected phone number. This system is used on a limited basis and will be implemented to communicate to parents/guardians such items as school emergencies, school closures and

program cancellations. *In order to receive these phone calls and text messages it is necessary for the schools to have up-to-date phone information.*

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by the electronic communication system and social media. If bad weather or other type of emergency occurs during the day, please listen to local media stations, as well as the District's automated phone and email system, for possible early dismissal information.

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

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

For more information, visit our [Inclement Weather Information](#) page.

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see the Teaching & Learning Department webpage on [Assessments](#).

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment, if applicable.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at <https://www.antioch34.com/domain/67>.

IV. Parent & Family Engagement Compact

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families 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 Parent and Family Engagement Compact

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement 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 Parent and Family Engagement Compact

Each Building Principal or designee shall develop a School-level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement 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.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see page 54.

VIII. Homeless Students

For information on supports and services available to homeless students, see page 50.

For further information on any of the above matters, please contact the building principal.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the

- remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
 6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
 7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
 8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other health emergency should contact school officials.
 9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
 10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
 11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
 12. Please do not hesitate to contact school or district officials if you have any other concerns regarding your child's education, health or safety.

Visitors

School Visitation Rights

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must also have a state-issued picture I.D. so that a background check can be run using our background check system. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

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

School Volunteers

Some teachers utilize parent/guardian volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent/guardian volunteers will notify parents/guardians. For school-wide volunteer opportunities, please contact the school office for more information.

Volunteers are required to:

- Check in and out at the main office and receive a visitor badge before going to their destination.
- Have a state-issued picture I.D. so that a background check can be run using our Raptor system.
- Maintain confidentiality and professionalism at all times.

Volunteers may not bring other children to school when volunteering, unless prior arrangements have been made.

Health Services

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from

school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist;
or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/guardians are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Undesignated Emergency Medications

According to District 34 Policy 7:270

No one, including without limitation parents/guardians of students, should rely on the district for the availability of an epinephrine auto-injector or an opioid antagonist. The policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physicians regarding such medication(s).

Epinephrine

A school nurse, or trained personnel, as defined by state law, may administer an undesignated epinephrine according to the district policy and procedure. A parent/guardian will have the right to opt out of the program, there will be an area in registration with this information and it is the parent/guardian's responsibility to provide a signed opt-out letter to the school nurse at the beginning of each school year. (Letter may be obtained on the district website->Health Services->Health Forms)

No Liability Statement re: Undesignated Epinephrine Auto-Injector

No Liability: When a nurse, or trained personnel administers an undesignated Epinephrine Auto-Injector to a person whom the nurse/trained personnel in good faith believes is having an anaphylactic reaction, notwithstanding the lack of notice to the parent/guardian or the absence of the parent/guardian's signed statement acknowledging no liability, except for willful and wanton conduct, the District and its employee and agents, including a physician providing standing protocol or prescription for school Epinephrine Auto-

Injectors, are to incur no liability except for willful and wanton conduct as a result of any injury arising from the use of an Epinephrine Auto-injector regardless of whether authorization was given by the student's parent/guardian or by the student's health care provider.

Opioid Antagonist

A school nurse, or trained personnel, as defined by state law, may administer an undesignated opioid antagonist according to district policy and procedure.

No Liability Statement re: Undesignated Opioid Antagonist

No Liability: When a nurse, or trained personnel administers an Opioid Antagonist to a person whom the nurse/trained personnel in good faith believes is having an opioid overdose, the District and its employee and agents, including a physician providing protocol or prescription for school Opioid Antagonist, are to incur no liability, except for willful and wanton conduct as a result of any injury arising from the use of an Opioid Antagonist.

When to Keep Your Child at Home Due to Illness

Healthy children learn better. In an effort to prevent the spread of germs at school, we are asking that you keep your child home from school if he/she is ill. Administration, with consult from the school health official, may contact you to take your child home should he/she become ill while at school. Your child should be at home if they have any of the following symptoms:

- Fever of 100.4 degrees F or higher. Student must remain at home until the fever is below 100.4 degrees F without medications for 24 hours
- Nausea, vomiting, abdominal pain or diarrhea (not related to an already established medical issue)
- Sore throat with fever (see below)
- Has a persistent cough (dry or productive)
- Has diarrhea (three or more episodes in 24 hours)
- Red, inflamed eyes with a discharge
- Any rash that has not been diagnosed or open and draining sores
- Has symptoms that prevent him or her from participating in school, such as:
 - Headaches, body aches, earaches
 - Severe sore throat (*could be strep-throat even without fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician to assess or diagnose strep throat*).

If your child has recently been ill, please be aware of the following guidelines before having your child return to school, athletic or social activities:

- They should feel fit for at least 24 hours.
- Be free of fever for at least 24 hours **(without medications for 24 hours)**.
- Be free of vomiting and or diarrhea for at least 24 hours.
- If strep throat, they must be on the appropriate antibiotic for at least 24 hours.
- If conjunctivitis, they must be on the appropriate eye drops for at least 24 hours or cleared by a physician.
- Rash illnesses should be assessed by a doctor. If chickenpox is suspected, keep home for at least 5 days after the appearance of the rash or until all blisters have scabbed over.

Please notify the school if your child has been diagnosed with an infectious condition such as strep throat, chickenpox, scarlet fever, pertussis, influenza, etc.

Head Lice

When a staff member suspects a student of having head lice, the following procedure will be followed:

- Staff member should notify the Health Services Office **confidentially** that they suspect a student may have lice.
- The nurse will inspect the student for an active case of head lice. (an active case of head lice is when live lice are visible and/or nits (eggs) are noted ½" or less from the scalp)
- If live lice are visible OR nits CLOSER than ½" to the scalp are discovered, the student will return to class and the parent will be notified. Prompt treatment at home will be advised, including removal of live lice and all viable nits. The student will go home via regular mode of transportation at the end of the day unless other arrangements have been made. If nits farther than ½" from the scalp are discovered and no live lice are present, the parent will be notified and the student will return to class.
- Parents or guardians will be directed to their health care provider for proper diagnosis and treatment.
- Parent or guardian will be directed to district website: www.antioch34.com – Departments – Health Services – Head Lice Information.
- The parents will be instructed to check all family members and notify anyone who the student spends a significant amount of time with (e.g. babysitters, grandparents, or parents who live in another home).

***Immediate removal of the student from school is unnecessary. Day of discovery is not the day of infestation.** By the time lice is discovered, the student has usually had them for 3-4 weeks and prompt removal of the student from school would lead to embarrassment and ridicule. Students will be allowed to ride the school bus home. Transmission via school bus seats is not likely.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider (MD, OD, APN, PA) 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 by completing a District 34 Medication Authorization Form. (Form may be retrieved on the [website](#) under Departments->Health Services->Health Forms)

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed District 34 Medication Permission Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Signing this form authorizes school district employees to allow the student to receive ordered medication and releases District 34 and its employees of liability associated with it. The parent/guardian is responsible for bringing any medication, including over-the-counter medications, to school, providing refills, removing any unused medication once treatment is completed and providing dosage changes in writing from the health care provider (MD, OD, APN, PA). Students should never be responsible for transporting medication to school. In the event the parent/guardian is unable to, arrangements should be made to have it delivered to school. In all cases, the school district retains the discretion to reject any request for administering medication, in which case, a parent/guardian can come to school to administer.

All medication must be in the original container and labeled with the student's name, name of medication, dosage and frequency of administration. The medication provided must be what the licensed provider ordered.

Medication NOT picked up at the end of the school year will be discarded as per state mandate.

Self-Administration of Medication (Self-carry)

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's Diabetes Medical Management Plan, which must be on file with the school. See more information on diabetes care in "Care of Students with Diabetes" section below.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's Seizure Action Plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This

procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Over the Counter (OTC) Medications

OTC (Non-prescription) medication should be limited to those required during school hours which are necessary to maintain the child in school and those needed in the event of a medical emergency.

OTC medication must be brought to school by the parent/guardian in the original labeled container (preferably unopened) with the ingredients listed, expiration date stated, and the child's name affixed to the container.

OTC shall be prescribed by a licensed healthcare provider (MD, OD, APN, PA) on an individual basis as determined by the child's health status. A District 34 Medication Permission Form must be completed as a written order by the child's licensed prescriber.

Medication, including cough drops and eye drops, are not to be kept in the student's desk, coat pocket, backpack, etc. Any unauthorized medication will be confiscated. The only exception would be if it's necessary for the student to carry an EpiPen® or an inhaler with proper documentation.

Item listed as holistic, homeopathic, essential oils, and/or any other non-FDA approved substances will not be given by District #34 staff or allowed to be taken during school hours unless administered by a parent or guardian.

Expired Medications

It is the responsibility of the parent/guardian to provide non-expired medication for daily and/or lifesaving use for their student.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

Please see the Illinois State Board of Education Guidelines for managing food allergies in school. https://www.isbe.net/Documents/food_allergy_guidelines.pdf

Care of Students with Diabetes

A student with the diagnosis of diabetes who requires management of diabetes in the school setting will be required to have a Diabetic Medical Management Plan (DMMP) written by the licensed health care provider (MD, OD, APN, PA) and signed by the parent/guardian, which serves as the basis for the student's Section 504 Plan. The plan must be submitted to the school nurse. Parents/Guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the DMMP on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the DMMP.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the DMMP.

Students with diabetes may also self-carry diabetic testing supplies and insulin as per the DMMP written by the health care provider and with a parent/guardian signature. Students may also self-test glucose and self-administer insulin as per the DMMP written by the health care provider and with a parent/guardian signature. For further information, see: *Helping the Student with Diabetes Succeed: A Guide for School Personnel* from National Diabetes Education Program of the National Institutes of Health and the Centers for Disease Control and Prevention as referenced in 105 ILCS 145 Care of Students with Diabetes Act. *For further information, please contact the Health Service Office Staff.*

Vision and Hearing Screenings

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

- Vision – pre-school, kindergarten, second, and eighth grades, along with new students to the District and Special Education students.
- Hearing – pre-school, kindergarten, first, second, and third grades, along with new students to the District and Special Education students.

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

The parent or guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or guardian detailing such objections must be presented to the local school authority.

For additional information, please contact your child's school building Health Services office or click the links below.

[Child Vision and Hearing Test Act \(410.ILCS.205\)](#)

[Hearing Screening \(77 Ill.Adm.Code 675\)](#)

[Vision Screening \(77 Ill.Adm.Code 685\)](#)

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.

3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District named officials or any staff member.

Suicide and Depression Awareness and Prevention

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

The school district maintains student and parent/guardian resources on suicide and depression awareness and prevention. Much of this information, including a copy of the [school district's policy](#) (7:290), is posted on the school district website. Information can also be obtained from the school office.

Student Conduct and Discipline

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vaping devices, vaping pods, lighters, or matches.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
Student(s) who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - A. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis infused product under *Ashley's Law*).
 - B. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription.

- C. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
 - D. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - E. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - F. "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.
 - G. 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.
 - H. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - I. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 - 5. Using or possessing an electronic paging device.
 - 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate

student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1), signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent or tardy without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

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

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

When and Where Conduct Rules Apply

The grounds for disciplinary action also 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

ODRs (Office Discipline Referrals) will be put into place after the teacher has given a student ample reminders/warnings. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Please note: Preschool students follow Public Act 100-105 which took effect on January 1, 2018. The goal of Public Act 100-105 is to ensure that early childhood programs engage in best practices in their disciplinary actions by prohibiting the use of expulsions due to child behavior. For more information regarding preschool disciplinary measures, contact the Early Childhood Coordinator at (847) 838-8901.

Corporal Punishment

Corporal punishment is illegal and will 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 Prohibition

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

- (1) A firearm, meaning any gun, rifle, shotgun or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Public Displays of Affection (PDA)

In order to maintain a healthy school atmosphere, public displays of affection are not permissible in school or on school grounds at any time including activities outside of the school day.

School Dress Code/Student Appearance

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, and sunglasses may not be worn in the building during the school day, unless approved by the Administration.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be no higher than mid-thigh for the school environment.
- Safe footwear such as athletic/tennis shoes, dress shoes, or boots must be worn at all times. No flip-flops or beach sandals are permitted. Sandals that have straps around the heels are permitted.
- If there is any doubt about dress and appearance, the Building Principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Bicycle, Skateboard, Hoverboard, and Scooter Regulations

1. Hoverboards are not permitted on school property.
2. Students may ride their bicycles, skateboards, and scooters to school if operated in a safe manner.
3. When entering school property, students should dismount and walk bicycles, skateboards, and scooters. When leaving school property, riders must wait until all school buses have departed.
4. Park bicycles, skateboards, and scooters at bike rack and lock securely.
5. Students are responsible for the security of personal belongings.
6. Students are not to be near bicycle rack during the day except for leaving or entering school.
7. Students should:
 - a. always ride bicycles on the right side of the road, close to the sidewalk or shoulder of the road.
 - b. keep bicycles, skateboards, or scooters in a safe condition for riding.
 - c. obey all traffic lights and signals.
 - d. walk bicycles at crosswalks.

- e. give proper hand signals when making right/left hand turns or intending to stop.
 - f. yield right-of-way to pedestrians.
8. Any student riders found consistently breaking bicycle safety rules will not be allowed to ride their bike to and from school. Bicycles may be confiscated in extreme cases.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or

students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district nondiscrimination coordinator, complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district nondiscrimination coordinator, complaint manager or any staff member. Anonymous reports are also accepted by phone or in writing.

Nondiscrimination Coordinator:

Name: Jeff Knapp
Address: 964 Spafford Street, Antioch, IL 60002
Email: jknapp@antioch34.com
Telephone: (847) 838-8457

Complaint Managers:

Name:	Jeff Knapp	Kristina Guntharp
Address:	964 Spafford Street, Antioch, IL	964 Spafford Street, Antioch, IL
Email:	jknapp@antioch34.com	kguntharp@antioch34.com
Telephone:	(847) 838-8457	(847) 838-8470

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

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

Students and parents/guardians are also encouraged to read the following school district policies: [7:20, Harassment of Students Prohibited](#) and [7:180, Prevention of and Response to Bullying, Intimidation and Harassment](#).

Sexual Harassment Prohibited

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

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

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

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

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, nondiscrimination coordinator, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Erin's Law - D34's Response

Erin's law is PA 97-1147 (HB6193) effective 1/24/2013. This Public Act amended Section 3 of the Critical Health Problems and Comprehensive Health Education Act to provide for age-appropriate prevention education in grades PreK-12. Public Act 960-1524 and 105 ILCS 110/3 effective 2/14/2011 only covered grades PreK-5. PA 97-1147 is a child safety/prevention program.

- Methods for increasing teacher, student and parent/guardian awareness of some issues regarding sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse.
- Actions that a child who is a survivor of sexual abuse should take to obtain assistance and intervention.
- Available counseling options for students affected by sexual abuse.

Cafeteria Rules

1. Students shall walk to lunch and shall be orderly and quiet (normal tone) during lunch.
2. Students shall not save seats for other students.
3. Carbonated or caffeinated beverages (soda pop) are not allowed in the cafeteria.
4. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
5. Loud talking, yelling, screaming, and other disruptions are prohibited.
6. Students shall not throw food, milk cartons or other items.

7. Students shall not trade or share food, however, each cafeteria has a “share cart” where students may put unopened, pre-packaged items that other students may take if they like.
8. Fast food shall not be dropped off or delivered for students during the school day.
9. Parents/guardians attending lunch to eat with their child is at the discretion of the building Principal, based upon available space, and approved ahead of time.
10. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
11. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
12. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
13. Students shall report spills and broken containers to cafeteria staff immediately.
14. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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

Search and Seizure

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

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

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

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

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

General School Policies and Guidelines

Animals on School Property

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

Healthy Snacks (Pre-K-5 Snack Time)

Student health and wellness is dependent upon good nutritional choices for all students throughout the school day. The prevention of allergic reactions and the reduction of childhood obesity are factors contributing to healthy and allergy safe snack options. (While it is recognized that there can be no guarantee of total allergy free environments within the school setting, the term “allergy safer” implies efforts to reduce the potential for allergic reactions.) All classrooms throughout the District will be nut free classrooms in order to provide allergy safer learning environments for all students. Students participate in educational activities in various classrooms during the school day due to flexible grouping, changing class periods at the middle school, and specials such as music or PE; therefore, all classrooms must provide, to the extent reasonably possible, an allergy safe learning environment.

Only fresh fruits and vegetables will be allowed as snacks during the school day. Dips and dressings are not permitted. Individual schools or classrooms may employ additional restrictions or guidelines for school snacks as needed. Please see your school’s specific webpage for details.

Holiday and Birthday Celebrations

Parents/Guardians often participate in birthday and holiday celebrations by sending treats to school. All treats provided for student groups *must* be fresh fruits and vegetables. Parents/Guardians may recognize holiday parties and birthdays at school in ways that do not involve food items as well. Some examples include providing non-edible trinkets for the class or purchasing a book/game for the classroom.

Physical Education

1. Shoes must be *athletic footwear* and fastened properly.

2. No hats, sunglasses, toys or unauthorized accessories.
3. To ensure safety, students may be asked that jewelry be taken off for P.E. class.
4. Parent/Guardian notes for excusal from PE are valid for only two days. After two days, a doctor's note is required.
5. Students who sit out of P.E. can be given an alternative assignment.
6. Hair must be kept out of the eyes and face during P.E. class for safety reasons. Rubber bands, hair ties, hair clips, etc. may be used. No hats or bandanas may be used.
7. If students do not participate in PE for a medical reason due to a parent/guardian note, then they may not participate in recess, extracurricular activities/school sponsored sports or practices.

Staying Inside during Outside Recess (For Students that have Recess)

Weather permitting, all students will be sent outside at recess unless they have a note from their parent/guardian for up to 2 days. If longer is requested, a note from the physician must be provided. (See PE exemption).

Dressing for Winter

Whenever possible, we try to get the students out in the fresh air for recess. Your child should be dressed appropriately for the weather. When the weather is either 14 degrees or feels like 14 degrees or below, students will stay indoors. At all other times, students will be expected to go out for recess and to dress appropriately for the weather.

Video and Audio Monitoring Systems

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

Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a

fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

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

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

Additionally, no fees are charged for Preschool For All eligible students including registration, milk, technology, field trips, etc.

Student Lunch Accounts

District 34's lunch account is a debit style system in our point of sale Nutrikids. Each child receives a lunch "Debit Card" which is kept in the cafeteria. The Nutrikids Manager keeps all records of purchases, with a daily running balance in their computer.

Money must be placed on the student's lunch card before a meal can be purchased. Parents/Guardians can make a credit card payment through your student's account at <https://PowerSchool.Antioch34.com/public/> through your PowerSchool parent/guardian account. Deposits can also be made by cash/check to the schools. Money can be sent in an envelope to your student's School: please print your student's first and last name and teacher's name on the envelope.

Negative Lunch Balances

A student with a negative balance of -\$15.00 may be unable to charge any lunch or milk to their account. Printed notifications and emails will be sent home weekly for low or negative lunch balances. Phone calls will be made weekly with high negative balances. Send in a cold lunch with a drink for your student until a payment can be made. **Please monitor your student's lunch account and make sure they do not go negative.**

Daily Lunch (includes milk) \$2.95	Daily Milk Only \$0.35
Weekly Lunch (includes milk) \$14.75	Weekly Milk Only \$1.75
Monthly Lunch (includes milk) \$59.00	Monthly Milk Only \$7.00
Reduced Lunch (includes milk) \$0.40 daily; \$2.00 weekly	

Applications for free and reduced lunch are available in the school office or on our D34 website under Parent Forms. Eligibility for free and reduced benefits must be established each school year by filling out an income eligibility application and fee waiver form. **If your student is on free or reduced lunch, they must take the entire lunch. If they purchase milk only, this is at the cost of \$0.35 to your family.**

End of Year Lunch Balances

Any funds remaining at the end of the school year are rolled over into the student's lunch account for the upcoming year.

For 8th grade graduates or students that are not returning to the District, parents/guardians must request that any leftover funds be transferred to a sibling or be refunded. Check reimbursements must be \$10.00 or more to be refunded. The

reimbursement form is available on the [website](http://www.antioch34.com) at www.antioch34.com. Go to the Departments tab - Food Services - School Lunch Account Procedures. Please contact your student's Nutrikids Manager at their school with any questions.

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. District personnel are unable to release addresses and phone numbers of students; however, parents/guardians have access to the District Student Directory through their PowerSchool Parent portal.

Latex Balloons and Flowers

Latex balloons and flowers are prohibited in any of our schools due to health concerns.

Bus Transportation

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents/Guardians will be provided their child's bus route at the beginning of the school year. Parents/Guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. In the event of an emergency, exceptions must be approved in advance by the Building Principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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.

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

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

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

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

For questions regarding school transportation issues, contact: **Transportation 847-838-8388.**

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
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 building principal 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.

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

For questions regarding school transportation issues, contact Transportation at 847-838-8385

Lost Library Books, District Technology and Other Instructional Items

Library books, district technology and other instructional items must be returned at the end of the school year to the Library Media Center or issuing teacher. If items are lost, students, except for Preschool for All grant students, must pay for the item. If the item is later found, an overpayment may be issued to their District 34 PowerSchool account. In some circumstances, if the material has already been replaced, a refund may not be available. Unpaid fines/fees may result in lost privileges. Please note that a fee waiver does not exempt a student from lost and damaged books, locks, materials, supplies, and/or equipment.

On an occasional basis, students will be allowed back in the building to retrieve forgotten materials and supplies. Students may be asked to sign in at the office and escorted to the classroom by a staff member. We cannot always guarantee that the office will be open to let students back into the building.

School Programs and Procedures

Gifted Program

The Gifted Program in District 34 provides a continuum of services for students who are eligible for inclusion in the program. Gifted staff will collaborate with teachers to provide a differentiated curriculum and/or curricular modifications for accelerated students. Small group participation may be provided.

Students are formally identified at the end of 2nd grade using a combination of teacher observations, achievement test scores, and cognitive ability test scores. In accordance with guidelines recommended by the State, the top 2-5% of students in grades 3, 4, and 5 will be placed together in a cluster classroom. Gifted facilitators and cluster teachers work together to provide academic challenges in specific content areas. The affective needs of gifted students are addressed through the curriculum, and small group dialogue.

Antioch Upper Grade School combines enrichment and acceleration opportunities to students in grades 6, 7 and 8. Students who qualify are offered an accelerated math program and/or Honors Language Arts in grades 6-8.

See *MTSS Tiered Instruction* section in the [D34 MTSS Parent Guidebook](#)

Homeless Child's Right to Education

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

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

Family Life & Sex Education

[For Elementary students]

Students will not be required to take or participate in any class or courses in comprehensive sex education, family life instruction, instruction on diseases; recognizing and avoiding sexual abuse, or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection.

The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex-education class or course.

[For Grades 6-8 students]

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Special Education

District 34 provides a free appropriate public education to all children enrolled in the District. Children with disabilities may be entitled to Special Education and related services, as required by the *Individuals with Disabilities Education Improvement Act of 2004* (IDEA) and provisions within The School Code. Disabilities are defined in the Illinois Administrative Code to include: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and/or Visual Impairment.

Special Education instructional programs and related services are provided to children between the ages of three and fifteen who have been determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, to be in need of Special Education services. Depending upon the nature and severity of the student's educational needs, services may be provided at the local level within District 34 schools, with the Special Education District of Lake County (SEDOL) or with a nonpublic Special Education program.

Students who are identified as disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* are provided with appropriate educational accommodations and/or modifications. 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.

Annual screening will be conducted for children ages 3-5 (not yet kindergarten age) in order to identify children who may be in need of Special Education and related services. Child Find activities for school age children shall include the ongoing review of each student's educational performance and progress through a structured process of systematic data review. Hearing and vision screenings shall be conducted annually for children who receive Special Education and related services.

When there is reason to believe that a child may have a disability requiring Special Education services, the child shall be referred for a Special Education evaluation. Referrals may be made by any concerned person, including but not limited to school district personnel, the parent/guardian of the child, a professional having knowledge of a child, a child, or an employee of the Illinois State Board of Education. Upon receipt of a written request for an evaluation, school personnel will meet with the parent/guardian to consider the request and determine if an evaluation is warranted. Any District 34 parent/guardian who has questions or concerns related to the development of his/her child may contact the school Principal or the Student Services Office at 847-838-8401.

Notice to Parents/Guardians of Students Who are Deaf, Hard of Hearing, Blind, or Visually Impaired

School districts are required to provide written notice to parents/guardians of children who are deaf, hard of hearing, blind or visually impaired of the existence and services of the Illinois School for the Deaf and the Illinois School for the Visually Impaired.

To request a copy of the NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES please contact the school Principal or the Student Services Office at 847-838-8401.

Accommodating Individuals with Disabilities

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

Discipline of Students with Disabilities

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.

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Education Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

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

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

Related Service Logs

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

English Learners

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

Parents/Guardians of English Learners will be:

1. Given an opportunity to provide input to the program, and
2. Provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Ann Scully at 847-838-8401.

Field Trips

A blanket permission slip will be issued with registration materials for parents/guardian's signature for the school year. Other informational slips will be issued for all field trips listing the purpose of the activity, the date, time, and other important information. Student behavior during all aspects of off-campus trips is governed by school rules. There will be no tolerance of any behavior that detracts from or interferes with these off-campus activities. Although these trips are a planned part of our curriculum, a student may be excluded from a trip at the discretion of the Administration. The decision to exclude a student from a trip would be based upon a review of incidents and information that indicates the student would not be able to function appropriately in a loosely structured environment. An appropriate, alternative instructional activity will be arranged at school for students who do not participate on off-campus trips. Parents/Guardians will be notified in advance of the day of the trip of such an action and the reasons for it.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns.
4. Denial of permission from administration
5. Other reasons as determined by the school.

Field Trip Chaperones are expected to abide by all school rules during their time on a school sponsored field trip, including silencing cell phones.

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Please see the [Teaching & Learning Assessments](#) webpage for more information.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Positive Behavior Interventions and Support

[Positive Behavior Interventions and Supports \(PBIS\)](#) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Antioch Community Consolidated School District 34 has adopted Positive Behavior Interventions and Supports as the framework for implementing a culture of discipline conducive to learning. Every school in Antioch School District 34 has developed a matrix listing the behavior we expect from students in all common locations of the school building.

These expectations are taught systematically and explicitly by staff within the first two weeks of school, following prolonged school breaks, and as needed. Students are recognized for displaying appropriate behavior. Students are corrected for inappropriate behavior in a re-teach model. Students who continue to display inappropriate or unsafe

behavior will be referred to the office using an Office Discipline Referral (ODR) per the School Board discipline policy. Data is kept on office referrals to monitor location, time, frequency, and problem behavior. This data is used to help guide re-teaching, reinforcement schedules, and guide decision making.

As part of a Multi-Tiered System of Supports (MTSS) model and Response to Intervention (RtI) model, PBIS applies a three-tiered system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools using PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice.

The principles and practices of PBIS are consistent with federal education mandates such as the *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act of 2004* (IDEA 2004). PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

Positive behavior interventions and supports focus on understanding why behaviors occur and implementing strategies to teach students more appropriate behaviors. Overall, positive interventions that focus on changing student behavior involves:

1. Teaching and modeling the behaviors that are expected,
2. Consistently recognizing and rewarding the behaviors when they occur, and
3. Consistently enforcing meaningful consequences for behavior intervention.

The positive behavioral approach to addressing behavior can occur on a school-wide level, within classrooms, or with individual students to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.

Check-In Check-Out (or School Titled Tier II Program)

The Check-In Check-Out program is an additional layer of PBIS. Students are presented with daily/weekly goals and then receive frequent feedback on meeting the goals throughout the day. The feedback system is connected to the [school wide behavior expectations](#). Check-In/Check-Out is a great idea for any student who could benefit from

having an ongoing, supportive and reflective dialogue with an adult during the school day. Basic features of the Check-In/Check-Out program include:

1. Check-in and check-out daily with an adult at school
2. Regular feedback and reinforcement from teachers
3. Family component
4. Daily performance data used to evaluate progress

For further information, please visit:

Antioch School District 34 PBIS Website: <https://www.antioch34.com/Page/160>

Midwest PBIS Network Website: <http://www.midwestpbis.org/>

Positive Behavioral Interventions and Support Website: <http://www.pbis.org/default.aspx>

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Instrumental Music Program

Band

The District 34 Elementary Band Program is open to any student in grades 4-5. Students are required to attend lessons and rehearsals and practice at least 30 minutes a week.

The Middle School Band Program consists of 6th, 7th and 8th grade bands. This program is offered as an elective class during the regular school day.

Strings

Strings instruction is available at grades 1-8 on a limited basis. First grade strings will perform at the village music concert and in the spring. Second and third grade have a morning "informance" in March and a spring concert in May. Fourth and fifth grades have a January concert and a May concert. Middle School strings have a fall, winter and spring concert.

Strings and band students must pay a participation fee for this activity. You can view 2020-21 student fees on the website at <https://www.antioch34.com/domain/19>. All registration and participation fees must be paid prior to starting the band or strings program each year. Students approved to receive free lunch are not required to pay a fee to participate in strings or the band programs. Students approved for reduced lunch will pay \$10.00. Any other waiver of fees would require the approval of the Superintendent or designee.

Library Media Center (LMC)

Antioch District 34 believes that Library Media Centers are learning commons where the school community comes together for reading, collaboration, independent study, 21st century learning, and other various learning opportunities including Makerspaces.

Grading and Promotion

Progress Reports/Promotion/Retention

All students in grades K-8 are issued Progress Reports (report cards) three times a year. Conferences are scheduled on the school calendar and as needed during the rest of the school year. The students personally bring report cards home. This time frame allows for conference time if requested and intervention if needed. You are encouraged to make an appointment with your child's teacher if you have a concern. A note, email or a phone call can usually handle ordinary situations and simple questions. The teacher will be happy to schedule a parent conference if necessary. Parent conferences must be arranged ahead of time. During Parent/Teacher Conferences, families are limited to one conference time slot per student in order to accommodate everyone.

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

For middle school students, a student who received two or more "F's" for their final grade in any class, including Encore:

1. May not participate in any of the end of the year activities.
2. Will be required to attend a summer remediation program (at expense of parents/guardians).
3. May be retained.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Homework Make-Up Policy

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work. Teachers are not required to provide work in advance for students going on vacation.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school for an extended period of time or ongoing intermittent absences, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Technology

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of

an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Guidelines for Responsible Use of Technology

The Guidelines for Responsible Use of Technology can be viewed at:
<https://www.antioch34.com/Page/252>.

Student Information

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parent/guardian access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Nondiscrimination Coordinator:

Name:	Jeff Knapp
Address:	964 Spafford Street, Antioch, IL 60002
Email:	jknapp@antioch34.com
Phone:	(847) 838-8457

Nondiscrimination Coordinators:

Name:	Jeff Knapp	Kristina Guntharp
Address:	964 Spafford Street, Antioch, IL	964 Spafford Street, Antioch, IL
Email:	jknapp@antioch34.com	kguntharp@antioch34.com
Phone:	(847) 838-8457	(847) 838-8470

A complaint form can also be found on the [website](#).

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 school records. They are:

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records with proof of ID and signing Authorization of Release of Student Records form. If a student who is 18 years or older allows a parent/guardian to pick-up records, the student must send in a consent form. When the parent/guardian picks up the Student Record they must present their ID, along with the signed consent form and a copy of the student's ID. A parent/guardian or student should submit to the building principal a written request that identifies the

record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed, and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian 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/guardian 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 without consent is permitted 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/guardian 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 or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian 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.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary records is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary 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.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/Guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics

- Major field of study
 - 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.
6. **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.**
 7. **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

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents/Guardians who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.

4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

Mandated Reporters

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

Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason, including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/sor/sor.cfm>

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/cmvo/cmvo.cfm>

Student Transfers

Transferring In

A student seeking admission to a district school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law. A student must also present a completed Good Standing Form from the school from which the student is transferring. If a transferring-in student was suspended or expelled from any Illinois public school for any of the following offenses, he or she shall not attend class until having served the entire period of such disciplinary action:

1. Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun-Free Schools Act;
2. Knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or
3. Battering a staff member of the school.

The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. The student should request the school from which he or she is transferring to forward an unofficial record of the student's grades and the remainder of the student's school records. If the student is unable to present the records, the student shall be admitted and the Building Principal shall request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

Transferring Out

Parents/Guardians of a student transferring from the District should give the Building Principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property. The Building Principal shall complete a good standing form for any student transferring from the District. Within 10 days of a transfer notification, the Building Principal shall send to the District in which the student will or has enrolled, a completed Good Standing Form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the Building Principal shall mail an official transcript of the academic records. Parents/Guardians will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

Transfer to another School

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

Uniform Grievance Procedure

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

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. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying prevention, 105 ILCS 5/27-23.7

8. 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
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

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 a 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 him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. 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 under 18 years of age, the Complaint Manager will notify his or her parents/guardians 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 identity 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 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 to 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 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 hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

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

Nondiscrimination Coordinator:

Name: Jeff Knapp

Address: 964 Spafford Street, Antioch, IL 60002

Email: jknapp@antioch34.com

Telephone: 847-838-8457

Complaint Managers:

Name: Jeff Knapp

Maria Treto-French

Address: 964 Spafford Street, Antioch IL

964 Spafford Street, Antioch IL

Email: jknapp@antioch34.com

mtretofrench@antioch34.com

Telephone: 847-838-8457

847-838-8483

Attendance at School Events

Attendance at school-sponsored events is a privilege.

Only students who attend the school may attend school-sponsored events, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored events.

Students who violate the school's discipline code will be required to leave the event immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

ANTIOCH UPPER GRADE SCHOOL
SPECIFIC INFORMATION
2020-2021
PARENT-STUDENT HANDBOOK



Schedule Changes

Students requesting a change of class are encouraged to speak with administration and have a valid reason. Student schedules will not be changed after the first week of instruction. For Encore transfer requests, an Encore Transfer Request Form must be submitted. Contact the AUGS office for a copy of the form.

Honor Roll Eligibility

To recognize academic achievement, improvement, and attendance, Antioch Upper Grade has established the following criteria for the honors program:

Straight A Honor Roll	4.0 GPA - All grades - "A"
High Honor Roll	3.6 - 3.9 GPA
Honor Roll	3.3 - 3.5 GPA

Student Absences

All criteria from above section regarding Student Absences applies at Antioch Upper Grade School. In addition, students attending a military honors funeral to sound TAPS will be coded as an excused absence.

Grading Criteria

The Upper Grade staff uses the following grading standard for all evaluation and achievement reports:

Commendable	90-100%
Above Average	80-89%
Average	70-79%
Below Average	60-69%
Unsatisfactory	59% and below

All grades and comments are marked on the student's computerized report card.

Homework Policy

Homework will be assigned as needed from time to time in various classes. Four to six hours per week is the usual workload for the average student. It is very important that each student make maximum use of school time to complete homework and study. Students will be able to make up homework from excused absences without penalty. Core teams determine specific homework policies. You may contact core teams of teachers with specific questions regarding homework. Due to the nature of the curriculum as it relates to collaborative classroom instruction, there may be times when no work can be provided for the student.

Homework Make-up Policy

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work. Teachers are not required to provide work in advance for students going on vacation.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school for an extended period of time or ongoing intermittent absences, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Student Conduct and Discipline

Disciplinary Steps in dealing with Classroom Behavior

Choosing to disrupt class infringes upon the right of the teacher and the right of other students in the class to learn. Even those disruptions that appear minor in nature seriously interfere with the educational process. The following are possible consequences that may be given to students:

1. Supplies, Materials and Homework - The expectation is for students to come to class prepared with the necessary books, supplies, and homework. Each time a student does not have the necessary pen, pencil, paper, etc., the teacher will appropriately intervene.
2. Classroom Behavior - Students are expected to use courteous behavior towards students and teachers. Each time a student neglects this courtesy he/she will advance to the next disciplinary step. (Examples: interrupts or talks during class, is rude or disrespectful, does not follow teacher directions or classroom rules relating to behavior).
3. Tardy to Class - Students should be in the classroom ready to begin at the time class is scheduled to begin. Each time a student arrives after this time, without a pass, he/she will advance to the next disciplinary step.

ODR (Office Discipline Referral) - Documentation of major or minor behaviors. Staff will fill out an ODR when behavior needs to be addressed by administration; which may or may not result in a consequence.

Detention Procedure

When a student is issued a detention he or she will be verbally told and may be given written notification when to serve detention. The detention will be served either during the lunch period, after school, or another predetermined time with consultation of parents/guardians. Failure to serve a detention will result in additional consequences.

Alternative School Day Assignment (ASDA)

One of the interventions that may be assigned by the Administration is an alternative school day assignment. While serving this assignment the student is expected to complete a disciplinary packet/alternative educational packet, and do school assignments in a quiet area. On the day of the assignment, the student will not be attending his/her regular classes but will be assigned to the ASDA room. If the student is absent on the day of the ASDA assignment, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving this program may be subject to out of school suspension at the discretion of the Administration. Parents/Guardians will be responsible for making immediate arrangements to pick up their child from school.

Any time a student is excluded from instruction by an administrator, the student will be allowed to make-up the work that is missed. The student is responsible for obtaining the missing assignments and turning them in on the due date designated by the teacher.

Theft

Personal items that are found must be turned into the office or a teacher immediately. Any item belonging to a student that is reported missing and found in the possession of another student or in that student's locker will be considered stolen and disciplinary action taken. Additionally, any school property (including books) not properly checked out from a teacher or the LMC and found in the possession of a student, or in that student's locker, will be considered stolen. The student will be fined and/or disciplined on a case-by-case basis. Certain incidents of theft may be referred to the appropriate law enforcement agency.

Fighting or Other Acts of Physical Violence

If a student is approached by another student and wants to fight, he/she should tell the nearest staff member or go to the Principal's office to report it. Students should not involve themselves in a fight. These general guidelines also apply to travel to and from school as well as at school-sponsored activities.

Fighting at school will not be tolerated. When such an event happens, a thorough investigation of the activity is conducted by the Administration and discipline is *usually* issued to all participants and based upon the aggression of students involved. Unfortunately, such events are generally not the result of one simple act of aggression on

the part of one individual. Usually, the fight is a result of a complex web of circumstances and verbal exchanges, which have transpired for days or even weeks.

Consequences for fighting may include, but are not limited to, the following: out of school suspension for up to 3 days - first offense; 5 days - second offense; 10 days for third offense with recommendation to the Board of Education for expulsion. The appropriate law enforcement agency will be contacted.

Dress code

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive words in any language or symbols, including gang symbols. Additionally, no words, letters, symbols, or logos whatsoever should be printed on the buttocks of any clothing item.
- Coats, jackets, and windbreakers are not permitted in classrooms unless permission is granted by the supervising adult, teacher, or Administration.
- Hats, bandanas, head coverings, non-prescription designer glasses, and sunglasses may not be worn in the building during the school day unless permission is granted by Administration for family, medical, religious, or celebratory reasons.
- Hair styles, dress attire, and accessories that pose a safety hazard are not permitted in the, laboratories, or during physical education.
- Backpacks, book bags, purses, and hand clutches are not allowed in classrooms unless it is stated in an IEP/504 Plan or if permission is granted by the supervising adult, teacher, or Administration.
- Students are not permitted to wear any type of pajamas or to carry a blanket whatsoever unless it is for a spirit week and or if permission is granted by Administration.
- Clothing with holes, rips, or tears in the area higher than mid-thigh, chest, stomach, or buttocks that does not have another layer of fabric underneath may not be worn at school.

- At no time should undergarments such as underwear or bras be visible. Specifically, clothing that reveals the chest, stomach, or buttock areas are not permitted.
- No tube tops or similar types of clothing may only be worn. Students may wear tank tops, spaghetti straps, or sleeveless shirts but they must be covered by cardigans, sweaters or cover tops at all times.
- The length of shorts or skirts must be no higher than mid-thigh for the school environment.
- Undergarments must not be visible through yoga/spandex or leggings.

If there is any doubt about dress and appearance, Administration will make the final decision.

Students whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or other may be subject to discipline.

First Incident = Documentation*, asked to Change (If Parent/Guardian Unavailable, Student Will Change into Their PE Uniform), and Parent/Guardian Contact

Second Incident = Documentation*, asked to Change (If Parent/Guardian Unavailable, Student Will Change into Their PE Uniform), Parent/Guardian Contact and Meeting, Reflection Paper, and Extra Set of Student Clothing in Office/Locker

Third Incident = Documentation*, asked to Change into Extra Set of Student Clothing, Parent/Guardian Contact, Loss of Athletic/Club Privileges, and 1 Full Day of Alternative School Day Assignment (ASDA)

***These ODRs (Office Discipline Referrals) will be put into place after the teacher has given a student ample reminders/warnings.**

Cell Phone Procedure

We promote the reasonable use of cell phones and electronic devices in the classroom for educational purposes. **All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless:** (a) The supervising teacher or staff member grants permission or restrictions ***at no time should a supervising teacher or staff member allow students to use social media and related apps along with taking photos and videos unless given the “green light” by Administration;** (b) Use of the device is provided in a student’s IEP or 504

Plan; or (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices, headphones, or other attachments may NOT be visible or used in the hallways. They may NOT be present in locker rooms or restrooms. Furthermore, in the classroom, the device should only be used at a volume that will allow just the user to hear said device and will allow them to hear any information that is being communicated to them. Use of cellular devices, smartphones, video recording devices, personal digital assistant (PDA), or similar electronic devices are intended to enhance the classroom experience and should not interfere with the learning or safety of any individual. **At no time should cell phones and related electronic devices be present in the Alternative School Day Assignment (ASDA) room.**

These devices may also be used by students as an incentive or motivation that is clearly established by the teacher or staff member. **This procedure applies to all after school activities and sports. However, the supervising teacher, coach, and club sponsor may grant the use of cell phones and related electronic devices at after school activities and sports.** Use of these devices outside of the permitted areas will result in the following ODR steps:

First Incident = phone confiscated by a staff member or the office, parent/guardian communication, and documentation

Second Incident = phone confiscated by a staff member or the office, parent/guardian pick-up and meeting, reflection paper

Third Incident = phone confiscated by a staff member or the office, parent/guardian pick-up and meeting, loss of phone privileges for a variable number of days, and 1 Full Day of ASDA.

Solicitation (with Exception of School-Sponsored Activities)

Students may not sell, trade, or distribute items at school for either fundraising (i.e., ticket sales, the sale of food products, craft products, pledges of money, etc.) or personal interest (i.e., baseball cards, comic books, etc.) without administrative permission. This also includes any advertising, handbills, student petitions, posters, etc. Appropriate intervention will be taken at the discretion of the Administration.

Gambling

No gambling is allowed, in any form, involving the exchange of money or property on school grounds, school buses or at a school function. Appropriate intervention will be taken at the discretion of the Administration. Students may be subject to detention, and repeated incidents will result in out of school suspension.

Peer Editing

Peer editing is a recognized and highly effective educational strategy that will be utilized in your student's class. If you object to your student's work being shared among their peers, please notify the school so an alternate assignment can be assigned.

Forgery/Plagiarism

The act of obtaining, copying, writing, using or giving information in a false fraudulent manner and/or using another's work (i.e., writing, ideas, etc.) and presenting it as your own are acts of forgery and/or plagiarism. Appropriate action will be taken at the discretion of the Administration up to and including detentions or out- of-school suspension.

Cafeteria

Students eat lunch in the cafeteria. Students are expected to be courteous and use common sense while eating lunch. It is expected that every student will conduct himself/herself in the same manner, as he/she would while dining at home or in a restaurant. The following rules will govern behavior in the cafeteria:

1. Students will stand in line single file and orderly.
2. Students will walk in the hallway areas and in the cafeteria.
3. No food may be taken from the cafeteria without authorization.
4. Students are to remain in their seats, unless cleaning up their area.
5. All students are responsible for leaving eating areas clean - table and floor.
6. Students will be dismissed by table after pushing chairs under the table to designated areas.
7. No carbonated or caffeinated beverages (soda pop) allowed in the cafeteria or lockers during the school day.
8. Fast food shall not be dropped off or delivered for students during the school day.

School Activities

In order to participate in school activities, students must be in attendance and checked into the school office no later than 11:00 am on the day of the activity. Additionally, students that are suspended for disciplinary reasons are not eligible to participate in any school activities or school dances.

Hall and Gym Lockers

Each student will be assigned a hall locker and gym locker at the beginning of the year. Hall/gym lockers have built-in locks. No other locks may be used unless assigned by administration. NOTE: Each year, loss of personal property is an issue of concern. In most cases, students fail to put away their property or do not close/lock their locker properly. Take the extra time to make sure your personal property is secured. Using school lockers is a privilege, not a right. It is the responsibility of each student to maintain order and neatness in his/her lockers. Neither lockers nor lock combinations are to be shared with other students under any circumstances. Lockers are the property of the school and may be inspected at any time by school officials without notification or permission. There may be a charge assessed to change a locker or combination. Students may decorate each other's lockers with prior permission from the administration.

Physical Education

1. All students in P.E. classes are required to purchase a P.E. uniform consisting of black shorts and gray shirt.
2. First and last names must be written on both shorts and shirts in permanent marker.
3. Uniforms are to go home on Friday to be washed and brought back on Monday.
4. Every student is to dress in his/her P.E. uniform daily. Loaners are to be used on an emergency basis only. If a student rents a uniform, the cost is \$0.25 per item per day. Loaner money is due at the end of the week or it doubles until it reaches \$3.00. This encourages students to pay their loaner fee in a timely manner. If the \$3.00 fee is unpaid, the student is not allowed to rent again until the fee is paid. All loaner money is used to buy P.E. equipment to be used by the students.
5. Shoes must be *athletic footwear with laces*. Shoelaces **must** be tied properly. No loose lacing. No straight lacing or bar lacing. No skateboarding shoes, Athletic footwear must have an arch.
6. No hats, sunglasses, toys or unauthorized accessories.

7. Uniform shorts must be worn at the waist and not rolled.
8. Shirts **must** be tucked into shorts.
9. All jewelry **must** be taken off for P.E. class for safety purposes. New piercings with posts **ONLY** must be covered with bandages until they are able to come out. ***A note must be given to the teacher regarding the new piercings.***
10. Cold weather clothing for class – solid colored sweatshirts and sweatpants are to be worn **under** the P.E. uniform. Clothing and coats worn to school are **NOT** to be worn under the P.E. uniform for hygiene reasons.
11. Parent/Guardian notes are good for only two days. After two days, a doctor's note is required.
12. Students who sit out of P.E. will be given an alternative assignment.
13. Hair must be kept out of the eyes and face during P.E. class for safety reasons. Rubber bands, hair ties, hair clips, etc. may be used. No hats or bandanas may be used.
14. If students do not participate in PE for a medical reason due to a parent/guardian note, then they may not participate in recess, extracurricular activities/school sponsored sports or practices.

Library Media Center (LMC)

Antioch District 34 believes that Library Media Centers are learning commons where the school community comes together for reading, collaboration, independent study, 21st century learning, and other various learning opportunities including Makerspaces.

End of the Year Activities

There are a number of “end of year activities” at AUGS that are considered in general a privilege and not a right. As the year progresses, we want to ensure that all students are putting forth their best effort. Students must perform both academically and behaviorally in order to participate in these and other activities:

1. End of the year field trips to be determined by 6th, 7th, and 8th Grade Teams;
2. 8th grade picnic;
3. 8th grade dance; and
4. 8th grade graduation ceremony.

All 8th Grade fees must be paid in full for participation in End of the Year Activities.

Behavior

All or any of the aforementioned activities may be taken from a student at the discretion of the Administration and/or the team of teachers. Behavior that results in out of school suspension, Alternative School Day Assignment, administrative and/or the appropriate law enforcement agency contact may result in loss of these privileges.

Academics

A student who receives 2 or more “F’s” for his/her final grade in any class:

1. Will not participate in any end of the year activities.
2. Will not participate in the graduation ceremony.
3. Will be required to attend the 90-hour Summer School Bridge Program at a cost to the parents/guardians
4. May be retained.

A student who receives 1 “F” for his/her final grade in any class:

1. Will not participate in any of the end of the year activities.
2. Will be allowed to attend the graduation ceremony.

A student who receives 1 or more “F’s” for his/her 3rd Trimester grade in any class:

1. Will not participate in any of the end of the year activities.
2. Will be allowed to attend the graduation ceremony.

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics may include competitive sports, extracurricular activities, cheerleading and dance. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Illinois Elementary School Association (IESA)

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Requirements for Participation

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

- A current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
- Parent Consent for Participation form to participate in the specific athletic activity signed by the student's parent/guardian.
- Proof the student is covered by medical insurance.
- A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
- A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Athletic Eligibility

In order to participate in athletic programs, each student must maintain passing grades WEEKLY in all courses in which he/she is currently enrolled.

1. Students and parents/guardians will review the Athletic Handbook.
2. Any student participating in sports or activities that has an "F" in any subject at the weekly check will be placed on probation for one week.

3. The student is not eligible to compete and/or travel but may try-out and/or practice with the team.
4. Weekly eligibility checks will occur on Wednesday.
5. The Athletic Director (AD) will create a current list of athletes and distribute the list each Wednesday morning to all staff.
6. The staff will return a signed and completed list to the AD by 8:00 am each Thursday morning (unless the school calendar dictates an alternative).
7. The AD will notify the coaches each Thursday of any ineligible athletes.
8. Coaches will be responsible to notify the athletes of their ineligible status.
9. Students who are ineligible will not be allowed to participate in any competition starting Sunday through the following Saturday. They will be allowed to participate on the Thursday, Friday and Saturday of the week that they are notified.
10. Students ineligible for the third time during a season will be removed from the team. The \$50.00 participation fee will not be refunded.
11. Students with special needs may be given individual consideration at the discretion of administration.
12. Eligibility checks will begin one week prior to the first athletic contest in that sport.
13. If a student is on a sports team and receives isolation, they are not allowed to participate in their sport on the day or days that they are isolated, unless specifically granted permission in writing, by the Principal.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests/permissions will not be honored.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport in which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Uniforms/Sports

When a uniform is assigned to a student, he/she becomes financially liable to return that same uniform to the coach/sponsor at the end of the season. If a missing uniform is later found, the replacement fee will be refunded if the uniform has not yet been replaced. Also, students/parents/guardians are responsible for following the laundering instructions as uniforms are very expensive and can easily be damaged in the washer/dryer if cleaned improperly.

Physical Exams/Athletic Participation

All students desiring to participate in any of the athletic programs are required to have a physical examination within one year of intended participation. NOTE: This physical report must be on file before a student may try out or practice for any sport. Consent form for Participation in Interscholastic Athletics/Extracurricular Activities signed by the parent/guardian must also be turned in to the coach. Student participation on the athletic program requires:

1. Up-to-date physical as listed above.
2. A signed Interscholastic Athletics/Extracurricular form to participate.
3. School athletic insurance coverage or signed waiver from parent/guardian stating that insurance has already been provided with a pre-existing family policy.
4. Students on athletic teams must be in attendance at school by 5th period to participate in after school events.
5. All athletes are required to follow all training and participation rules established by the coach and Athletic Director.
6. Players who break the rules of participation will be warned verbally on the first incident and parents/guardians notified. This may result in game suspension as decided upon by the coach and Athletic Director.
7. Players who break rules for the second time in a season will be subject to the above with possible dismissal from the team.
8. Players who break the rules for the third time will be removed from the team.

Requests to miss practice must be turned in to the coach or Athletic Director. The coach will review the request and notify parents/guardians if absence is excused.

Sports Activities

Antioch Upper Grade School offers a wide variety of highly successful athletic activities for both boys and girls. Our interscholastic teams compete in the Northwest Grade School Conference in addition to competing against other schools in the area.

Sports Offered:

Fall

Soccer – Boys & Girls
Girls Softball
Cross Country – Boys & Girls

Winter

Boys Basketball
Girls Basketball
Dance Team
Cheer
Wrestling

Transitional (Winter & Spring)

Volleyball – Boys & Girls – 6/7 & 8th

Spring

Boys Track
Girls Track

Spectators and School-Sponsored Events

All students and parents/guardians are encouraged to attend sporting events. Students attend games free of admission. Adults pay an admission fee. The purpose for such attendance is to help foster a feeling of confidence in our team and to develop a strong school spirit. Spectators are expected to act and behave in a courteous and considerate manner at all times. Arrangements to leave an event or activity prior to its scheduled ending time must be made with the Administration. Students choosing to behave inappropriately at such events risk not being allowed to attend future events. Supervision of students is available for only a short time after the end of a game/event. Students are expected to arrange for a ride home at that time. Students continuing to remain at school for an unreasonable time after a game is completed, risk not being able to attend future events. Parents/Guardians, we ask that you cooperate in picking up your child at an appropriate time or arrange for transportation. The rules governing all home sporting events are as follows:

1. Remain in bleachers throughout the contest.
2. Demonstrate proper conduct at all times.
3. Leave the premises only when your ride arrives.
4. Remain in gym area at all times, excluding locker rooms.
5. Noise-making devices are not permitted.
6. Demonstrate good sportsmanship (booing is not acceptable).
7. Follow all directions.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after he or she is cleared by their medical doctor and provide documentation to the building health office. Concussion plans are obtained through physicians.

School Clubs

Absent from School on Day of Activity

Any club member who is absent from school after 11:00 am on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the sponsor:

1. For a medical absence pre-arranged with the sponsor, or,
2. For a death in the club member's family.

A club member who has been suspended from school may be suspended from participation in activities by administration.

A club member who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the sponsor.

School Club Eligibility

In order to participate in school clubs, each student must maintain passing grades WEEKLY in all courses in which he/she is currently enrolled.

1. Any student participating in a club that has an "F" in any subject at the weekly check will be placed on probation for one week.
2. Weekly eligibility checks will occur on Wednesday.
3. The club sponsor will create a current list of club members and distribute the list each Wednesday morning to all staff.
4. The staff will return a signed and completed list to the club sponsor by 8:00 am each Thursday morning (unless the school calendar dictates an alternative).
5. Club Sponsors will be responsible to notify the club member of their ineligible status.
6. Students who are ineligible will not be allowed to participate in any activity starting Sunday through the following Saturday. They will be allowed to participate on the Thursday, Friday and Saturday of the week that they are notified.
7. Students ineligible for the third time during a season will be removed from the club.
8. Students with special needs may be given individual consideration at the discretion of administration.
9. Eligibility checks will begin one week prior to the first activity.

10. If a student is in a club and receives isolation, they are not allowed to participate in their club on the day or days that they are isolated, unless specifically granted permission in writing, by the Principal.

Evening Recreational Events

From time to time, the Antioch Upper Grade School has informal, recreational activities planned in the evening. These types of activities are planned to encourage appropriate social interactions in a supervised setting. In order for everyone to have fun, certain rules must be reinforced.

1. All regular school rules apply.
2. Students must remain in the school building in the designated areas at all times.
3. Students must demonstrate proper respect for the property of the school and others.
4. Students must be passing all classes in order to attend dances.
5. Students must observe necessary safety rules at all times.

Additionally, students who are suspended out-of-school or in-school during the week may not attend the evening events.