

ROCKDALE SCHOOL DISTRICT 84

Parent-Student Handbook

2026- 2027

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Items in this Handbook are subject to review and may change at any time.

Rockdale School District 84

Home of the Rams!

Vision Statement

Rockdale School District 84 is passionate about preparing its learners to be citizens who will make a positive impact on their community.

Mission Statement

As Rockdale Rams, we cultivate the individual academic growth of our learners while facilitating and encouraging their social-emotional growth. Rockdale School District 84 promotes a diverse educational environment focused on learning while involving its community and maximizing their positive influence.

Core Values

Resiliency

EmpAthy

CoMmunity

DiverSity

Rockdale Administration

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Rockdale Board of Education

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Jolene Chamblee

Member

Josefina Reyes-Garcia

Member

Hello, Ram Families!

It is with tremendous enthusiasm that we welcome you back to another exciting school year at Rockdale School District 84. We are honored to be a part of the Rockdale School community and look forward to working with you and your child/children to ensure their success. During the course of the year, it is our hope that we will partner with parents and community members to provide our students with rich educational experiences and opportunities that not only foster a love of learning, but also develop them into critical thinkers and problem solvers.

Our school is home to approximately 250 students (Kindergarten–Eighth Grade). We have an outstanding staff committed to our students' education. At Rockdale School, we offer many opportunities for students to grow in their learning. Student learning at Rockdale is a partnership between students, parents, and staff to provide an outstanding educational environment. By working together, our students learn and grow academically, behaviorally, and socially.

We realize that successful schools result when a partnership exists between the schools, parents, and the community. Our entire Rockdale School community is committed to ensuring the best possible school experience for all of our children.

We will continue to focus on student growth in order to prepare our students for college and career readiness. We hope you are excited for a new school year. We are proud to be Rams!

Sincerely,

Elizabeth Darlin

Elizabeth Darlin
Principal

Hannah Kirk

Hannah Kirk
Director of Student Services

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ACADEMICS

Grading and Promotion

School report cards are issued to students on a quarterly basis. Parents or Guardians will be required to come to Parent/Teacher Conferences after the end of first quarter to meet with their child's teacher to discuss their child's progress. Progress reports will be available online in the middle of the grading periods. The grades used on report cards appear as letter grades. All report cards will also be available online via TeacherEase. If you are unable to access your child's grades please call the main office.

The Grading Scale is as follows:

- A: Excellent or superior work; 90-100%
- B: Good or above average work; 80-89%
- C: Average work; 70-79%
- D: Below Average; 60-69%
- F: Very poor, well below average; 59% or below
- I: Incomplete

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance (both absences and tardies), 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.

A student may be retained if he/she attains a failing cumulative average for three or more classes for the entire school year or earns the equivalent GPA. School administration shall determine the remedial assistance necessary for a student who is not promoted. Remedial assistance may include mandatory tutoring, academic detentions, and/or a summer intensive skill program. A student may also be retained based on attendance or tardy concerns. This is based on administrative discretion.

Graduation Requirements

To be eligible for graduation, all students must meet state and school requirements and not have any outstanding school or graduation fees, unless an approved fee waiver is granted by the superintendent or designee. The State and Federal Constitution tests must be passed before graduation.

Homework & Classwork

Student work completion is a critical element for adequate student progress. Teachers are responsible for assigning homework and classwork. Homework assignments are designed for students to practice, prepare and/or extend the skills that they have learned in the classroom.

Elementary (Grades K-5)

- Homework may be assigned daily.
- Students are expected to turn in homework as assigned
- Homework will be weighted at 10% in the gradebook, classwork at 30%, and assessments at 60%.

Junior High (Grades 6-8)

- Students are expected to turn in homework daily, but any grade of zero may be made-up through the end of the chapter/unit. However, the late assignment will receive a grade of 10% less.
- Any student who completes and submits an assignment but earns a grade less than 50% will be given the opportunity to re-do the assignment. The final grade will be an average of the two assignments.
- If a student is found to be academically dishonest in his/her work (copying another's work, allowing another to copy his/her work, plagiarism, using artificial intelligence without approval, etc) will receive a zero for the assignment and be issued a consequence determined by administration.
- Final grades will be determined using a weight scale of 60% for Tests/Quizzes and 40% for Homework.

ARRIVAL AND DISMISSAL

The traditional school day is from 8:40 am-3:30 pm. Students should not arrive at school before 8:20 am unless they are attending approved school activities. Students should arrive at school between 8:20 am-8:40 am. Those receiving breakfast should arrive at 8:20 am to allow adequate time to eat. All students should use the front door entrance, Door A, on Meadow Avenue. Once school day begins, students will be offered a grab-and-go breakfast to take to their classroom.

Car Riders

Students can be picked up in the car rider line located on Belleview. Family members will receive a student pick-up sign. For your child's safety, this sign must be in the car with you when picking up your child or you may be asked to sign your student out in the main office. Please

make sure that if you send another adult to pick up your child, at any time, they have your child's sign. Family members are required to stay in the car at all times when picking up their child. Staff members will be available to assist your child into the car at the end of the day.

Walkers

At dismissal, walkers will be separated into three categories:

- **Green:** Student is a 3rd-8th grader and has permission to walk home without an adult. Student does not have any Rockdale students they must walk home with (siblings, cousins, neighbors, etc.)
- **Yellow:** Student has permission to walk home without an adult, but must walk with other Rockdale students (siblings, cousins, neighbors, etc.)
- **Red:** Student is a K-2nd grade student and must be picked up by an adult **OR** Student is a 3rd-8th grade student but **does not** have permission to walk home alone and must be picked up by an adult.

Green students will be dismissed out the front door at 3:30 p.m. without an adult present.

Yellow students will be dismissed from the ramp door (Door E) AFTER they have been reunited with siblings, other family members, or neighbors they are required to walk home with. These students will be released without an adult present.

Red students will be held in the building at dismissal and an adult must be present. Students can be picked up outside the front entrance of the school, but families must wait on the south side of the pillars. Family members will receive a student pick-up sign. For your child's safety, you must have this sign when picking up your child or you may be asked to sign your student out in the main office. Please make sure that if you send another adult to pick up your child, at any time, they have your child's sign.

Additional Dismissal Information

All students need to be picked up promptly at 3:30 p.m. If there is a situation that will prohibit you from picking up your child on time, you must communicate this information with the main office so proper arrangements can be made.

All changes to your child's normal dismissal procedure must be reported to the front office. **No dismissal changes will be made without parent/guardian communication.** Please make sure all dismissal changes are communicated by 3:00 p.m. This is implemented for the safety of every student to make sure we have enough time to communicate changes with teachers and staff.

Students will have a tag placed on their back pack that corresponds to the dismissal group they fall under. Please do not remove this tag. This is how staff will determine where each student belongs at the end of the day.

If a student is being picked up by a new person for the first time, the parent must call the office and put the individual on the student's emergency list. The individual must also show the student's dismissal pick-up sheet. A staff member may ask for proper ID to identify the person picking up the student if the person does not have the student's dismissal pick-up sheet.

Safety Arrival and Departure for Walkers

Students should never accept rides from strangers. If approached, escape and distance yourself from the person. Report these invitations to the school office, your parents, and the police. If possible get a description of the car, person driving and license number so the school office can call the police to report the incident.

ATTENDANCE

Compulsory attendance is a priority in Rockdale School District 84. In partnership with local agencies, the District makes efforts to remove barriers that impact the student's ability to attend school. Illinois Law requires that whoever has custody or control of any child between the ages of 6 and 17 must ensure that the child attends some public school in the District where the child resides the entire time school is in session during the regular school term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school.

The District requires that parents/guardians ensure the daily attendance of their children, consistent with the Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required.

Absenteeism

Absences are categorized as excused or unexcused. Valid causes of absenteeism, as listed in the Illinois School Code, are:

- Illness (including mental or behavioral health of the student)
- Observance of a religious holiday
- Death in the immediate family
- Family emergency

- Circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety
- Attending a military honors funeral to sound TAPS (6th-8th grade)
- Attend a civic event (6th-8th grade)
- Other situations beyond the control of the student as determined by the building principal or School Board.

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, 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 will be considered unexcused, including, but not limited to:

- Vacation
- Parent not informing the school office of absence
- Sickness lasting more than three days without a doctor's note

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. The school may require documentation explaining the reason for the student's absence.

We stress that all of our students need to be at school every day and cannot afford to miss school. We strongly encourage parents to plan extended absences to coincide with school holidays and breaks. Not all extended absences will be excused.

In the event of any absence, the student's parent or guardian is **required** to call the school at (815) 725-5321 to explain the reason for the absence. If the office has not gotten a call from a parent/guardian by 9:30 a.m. on the day of a student's absence, a school official or school designee will call the parent/guardian to inquire why the student is not at school.

If a student is absent 3 or more days or is returning to school after a communicable disease, a doctor's note stating the student can return to school must be provided. A doctor's note stating the student can return to school is also required for any of the following: rashes, surgery and illnesses requiring treatment with a physician. If a student has an injury resulting in the need to

miss gym class a doctor's note is required. Students who have been ill may stay in from recess for one day after returning to school with a note from a parent. If a student must stay inside for recess longer than one day a written note is required from the doctor.

A parent must notify the office when a student is leaving school early. The individual that is picking the student up must be on the contact list for the student. All children leaving school early must be picked up in the school office.

Students must be in attendance for 3 hours of the school day in order to be eligible to participate in extracurricular activities that day. In addition, the student cannot be signed out of school for an illness and return to attend or participate in an extracurricular event the same day. Any extenuating circumstances must be discussed with the principal.

Excessive Absenteeism

The District considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

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.

Missing 10% of the school year, or two days per month, can greatly impact a child's learning and social development. As part of our goal to reduce the number of chronically absent students, we have developed the following plan to help inform families of their student's attendance habits:

- If your student misses **5 days** of school, you will receive an email outlining the importance of attendance and your student's absences.
- If your student misses **8 days** of school, you will receive a letter in the mail with your student's attendance record and be asked to call administration to discuss how we can improve their attendance habits.
- If your student misses **12 days** of school, you will be required to attend a meeting at Rockdale School to further discuss your student's attendance. At this meeting, we will develop a plan to get your student to school and any needs that may need to be met in order to achieve that plan.
- If your student misses **20 or more days** of school, you and your student will be referred to the Regional Office of Education. The Will County Regional Office of Education assists

local school districts with truancy violations, which requires warning letters, truancy hearings, and in some cases, going to Juvenile Court for final disposition.

The District considers a student to be a chronic or habitual truant if he/she is absent for 5% or more of the previous 180 regular attendance days without proper permission.

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 withdrawal from Rockdale School and will need to be re-enrolled to finish the school year.

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

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student has an excused absence from school, they will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. If a student is absent, it is their responsibility to get the assignments from the teachers or a classmate. Students will have the same period of time to make up work as days they were absent, except in the case of prolonged illness. If a student is ill for a long period of time, they may contact the teacher to request assignments to be completed at home. Teachers will bring assignments to the office, where they can be picked up by parents or approved family members.

Scheduling of family vacations during the school year is strongly discouraged. **Teachers are not required to provide assignments in advance for family vacations.** Students may receive make-up work when they return to school. Student work will be expected to be made up and returned as directed by the classroom teacher. Students may be required to stay after school to complete make-up work under supervision at the discretion of the teacher. Students absent from class due to a field trip or special event with a student group are responsible for getting assignments and classwork from the teacher prior to the field trip. Assignments and work is due on the regularly scheduled due date, unless prior arrangements have been made with the classroom teacher.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies an automated phone message, text, and email will go out to parents. Notice will also be posted on the District's Facebook page and District website. School closings for any reason will be announced as soon as possible once the decision is made.

In the event of emergency school closings there is an e-learning plan found on the school website page. Students will need to follow the schedule and attend classes as required by the teachers and administration. If school needs to dismiss early for an emergency, all after-school functions are automatically canceled.

ENROLLMENT AND RESIDENCY

Annual Registration

District 84 requires that all students (including returning students) be registered every year. The District provides online registration for returning students. Information and directions for new students are available on the District's website

Admission Procedure

When a child is registered for school in District 84 for the first time, a parent or guardian must provide proof of identity, age and residence. The parent/guardian must present a certified copy of a birth certificate. The parent or guardian must also provide proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health and State Law.

Admission to Kindergarten

The District maintains a full day kindergarten for the instruction of all children who are residents of the District and who have reached the age of five (5) years on or before September 1st of the year of school enrollment.

Student Residency

All students enrolled in Rockdale School District must be legal residents of the District. It is presumed that children are residents of the School District in which their parents have established residence. Only the parent or legal guardian can enroll a child. Legal residency requires that the household be established within the district with the primary intent of remaining there on a permanent basis. **Non-resident students may not attend Rockdale School.** A person who knowingly enrolls or attempts to enroll a student in the School District on a tuition-free basis is guilty of a Class C misdemeanor, (105) ILCS 5/10-20.12b(e). Rockdale

School District is entitled to recover 100% of the tuition charge for students who were enrolled in the District based on false information. **Non-residency tuition cost is \$10,608 per year.** The School District performs random residency checks throughout the school year.

GUIDANCE AND COUNSELING

The school provides social work services for students. The school's social worker is available to those students who require assistance in areas that impact their educational success.

In February 2020, the Will County All Our Kids Early Childhood Network launched an online referral system called Integrated Referral and Intake System (IRIS). The Integrated Referral and Intake System (IRIS) is a web-based tool to help organizations connect the families they serve to the right resources in their community. Families will be asked for consent before a participation referral is submitted.

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 resources on suicide and depression awareness and prevention. Information can also be obtained from the social workers.

HEALTH POLICY

Children who become ill during the school day should be picked up within one hour after the parent/guardian is contacted. The nurse may try certain measures prior to a parent being called. If a child has any notable signs of illness, the nurse will make the decision to send the child home based on her assessment. If the parent cannot be reached by phone, we will utilize the emergency numbers the parent has provided us with. Please keep all of your emergency numbers current for these situations. No medicine will be dispensed without a doctor's note. Emergency first aid will be given when needed.

When to keep your student home

- Diarrhea or vomiting in the past 24hrs
- Severe Cough/Cold Symptoms severe enough that the student is unable to learn
- Undiagnosed rashes or skin lesions
- A temperature of 100.5 degrees or higher in the past 24 hours. Students are to be fever-free without the use of fever-reducing medications for 24 hours prior to returning to school

Communicable Diseases

In the event of a pandemic, Rockdale 84 will follow the guidelines set forth by the Illinois Department of Public Health (IDPH) and local health department for when a student can return to school. The following guidelines are to be observed regarding communicable diseases. If IDPH changes guidelines, the District will follow the most up-to-date guidelines:

- **COVID-19:** Diagnosis or Direct Exposure. The district will follow the most up-to-date guidance from IDPH and local health department
- **Chicken Pox:** Exclude from school for a minimum of five days after the eruption of the last vesicles or until the vesicles become dry
- **Pink Eye:** Exclude from school until 24 hours after start of antibiotic
- **Strep Infection:** Exclude from school until 24 hours after start of antibiotic
- **Meningitis:** Exclude from school until physician's permission to return
- **Hepatitis:** Exclude from school until physician's permission to return
- **Impetigo:** Exclude from school until 24 hours from start of antibiotic
- **Measles:** Exclude from school until doctor's permission to return
- **Mumps:** Exclude from school until doctor's permission to return
- **Ringworm:** Exclude from school until 24 hours after treatment begin unless the lesion(s) can be covered. No exclusion is necessary if the lesion(s) can be covered.

("Exclude" means that the school will not permit attendance.)

Head Lice

According to the Centers of Disease Control and Prevention, "head lice can be a nuisance, but they have not been shown to spread disease." Head lice cannot jump or fly, are not spread by pets, and can only live for a short period of time without a human host. Head lice are not a sign of poor hygiene.

A student is identified as having head lice after living lice or nits (eggs within ¼ inch of the scalp) are found in the hair. If live lice are identified while at school a parent will be contacted and encouraged to pick the student up to begin treatment immediately.

Information on identification, treatment, and prevention is available from the school health office. Head checks will be done only on an individual, symptomatic basis and at the discretion of the nurse. Parents should teach and reinforce with the children not to share or trade personal items such as hats, combs, brushes, headbands, or barrettes. Parents should check their child's heads regularly throughout the school year for the presence of the lice and/or nits (eggs) and notify the building nurse if they have treated their child for lice.

Immunization, Health, Eye and Dental Examinations

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:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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). Rockdale is a high risk zip code and students entering Kindergarten are required to show proof of a lead blood test. All forms must be turned in by the first day of school.

Per the Illinois school code, 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. 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. New students who register mid-term, after October 15th, have 30 days to submit proper health examination and immunization forms. If these health records are not received within 30 days after the student is permitted to attend classes, then the student is not to be permitted to attend classes until proof of vaccinations and health examination have been properly submitted.

Eye Examination

Before October 15th of the school year all kindergarten students and any student entering an Illinois school for the first time must present proof of an eye examination. The Illinois Department of Public Health Eye Examination Report is the required form to be completed by a physician who performs eye examinations or an optometrist. The required eye examination shall be completed within one year prior to the first day of the school year in which the child enters kindergarten or the child enters the Illinois school system for the first time.

Dental Examination

Before May 15th of the school year each child in kindergarten, second and sixth grades shall present proof of having been examined by a licensed dentist. The Illinois Department of Public

Health Dental Examination Report form is to be completed by the dentist and the examination must have taken place within 18 months prior to May 15th of the school year.

Exemptions

A student will be exempted from the above requirements for:

- Religious grounds if the student's parent/guardian presents to the appropriate school authority a completed "Certificate of Religious Exemption" form detailing the grounds for the objection and the specific immunizations, test, or examinations to which they object. This form must also be signed by a physician.
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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- An Eye Examination Waiver form should be submitted to the school by October 15th of the school year.
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist- A Dental Examination Waiver form should be submitted by May 15th of the school year

Exemption from Physical Education Requirement [K-8]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian (1 day exclusion ONLY) or from a person licensed under the Medical Practice Act in order for the student to be excluded for longer than 1 day. 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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Board Policy 7:260. Special activities in physical

education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District. 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:

- The time of year when the student's participation ceases; and
- The student's class schedule

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. 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 before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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 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 an **"School Medication Authorization Form."** All medication must be in the original container and labeled with the student's name. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription (including, but not limited to, Tylenol, Advil, Midol, Tums, etc.) medication until a completed and signed Administration of Medication at School Form is submitted by the student's parent/guardian and doctor. 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. When necessary, a parent can be allowed to administer medicine to a student.

Self-Administration of Medication [2]

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

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the building principal.

Students with Food Allergies

State law requires our school district to annually inform parents 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 nurse at 815-725-5321.

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 will be developed and implemented to provide the needed support 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 for a Section 504 plan. Our school district also may be able to appropriately meet a student's needs through other means.

Student blood incidents affecting district employees at school:

The Illinois Department of Labor adopted the Federal Occupational Safety and Health Administration (OSHA) regulations on blood-borne pathogens in January, 1993. Students who are involved in a blood incident (exposing a student's blood to any school district employee in which a student's blood could have penetrated non-intact skin, eyes, mouth, or other mucous membranes) will be requested to have their blood tested for blood borne pathogens (human immunodeficiency virus – HIV and hepatitis B virus-HBV) at the expense of the school district. Parents or guardians will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OSHA regulations apply only to students who have blood incidents with school district employees. The OSHA regulations do not apply to students who are exposed to other student's blood. All questions pertaining to this handbook policy should be directed to the superintendent.

INDIVIDUALS WITH DISABILITIES

Education of Children with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Discipline of Students with Disabilities

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.

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.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored functions, programs and meetings on an equal basis to those without disabilities. Where, however, the provisions of substantially equal accessibility or participation is not readily achievable or would result in an undue burden, the district will attempt to provide alternative methods for participation or accessibility. Handicap parking and access ramp are located at the west side entrance.

Handicap washrooms are located throughout the building. An elevator is also available to provide first and second floor access.

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.

Exemption from Physical Education Requirement

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

- They are in grades 3-12, their IEP requires that special education support and services be provided during physical education time, and the parent/guardian agrees or the IEP team makes the determination
- They have an IEP, are participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's IEP.

INTERNET AND TECHNOLOGY

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, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer, Meta glasses, or other similar electronic device (i.e., Smart watch). Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless:

- Permission is granted by an administrator, teacher or school staff member
- Use of the device is provided in a student's individualized education program (IEP)
- It is needed in an emergency that threatens the safety of students, staff, or other individuals.

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:

- Using the device to take photographs in locker rooms or bathrooms
- Cheating or academic dishonesty
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private images.

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

Students in violation of this procedure are subject to the following consequences:

- First offense – a verbal warning will be given by school personnel.
- Second (and subsequent) offense – The device will be confiscated. A disciplinary consequence will be given as deemed appropriate by the building administration. The student's parent/guardian will be notified and required to pick up the device in the school office. 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.

Technology Fee

All students in Rockdale School District 84 will be loaned a wireless device, charger and messenger bag. A Wireless Device Program agreement must be signed and a technology fee must be paid to cover the student and his/her wireless device both at school and at home for educational purposes. This fee insures the student from accidental damage at school or home. If repairs exceed the \$25 fee, the student/family is responsible for the cost of repairs.

Acceptable Use

Parents must give consent via the Rockdale School District 84 Agreement for the Use of Computers and Telecommunications Form for student use of district telecommunications resources. Students must sign off on the Agreement for Use Form. They must agree to voluntarily abide with all terms and conditions of the district Acceptable Use Policy for Computers and Telecommunications. Student users are not allowed to go to sites unapproved by staff.

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school, including the use of Chromebooks for students. The student will be responsible for the cost to replace lost, damaged or stolen Chromebooks. Members of the school are encouraged to use computers, software packages, electronic mail (e-mail), or the efficient exchange of useful information. However, the equipment, software, and network capacities provided through school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion.

The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences.

Appropriate educational use of these resources include:

- Accessing the internet to retrieve information from libraries, databases, and the World Wide Web to enrich and expand curriculum
- E-mail capacities to facilitate distance learning projects
- Utilizing programs and applications approved by and installed by the district
- Listservs and newsgroups to gain access to current information on local, state, national, and world events

No student should print material without permission of the teacher. Examples of inappropriate or unacceptable use of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the internet.

Some unacceptable practices include:

- Transmission of any material in violation of any state or U.S. law, including but not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without written permission of the authorized creator through school e-mail or other network resources may not be used in a manner that is disruptive to the work of the educational environment. The display of and transmission of messages and images that are sexually explicit constitutes harassment which is prohibited by the school.
- The use for personal financial or commercial product advertisement, political lobbying, or the sending of unsolicited junk or inappropriate letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempts to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forging, reading, deleting, copying, or modifying of electronic mail messages of others is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping email messages which have the capacity to overload the computer resources. Access to the school's e-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same ethical and professional

manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, e-mail, or computer address or workstation to send e-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the email.

The school reserves the right to monitor and access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities. **Students are advised that they have no expectations of privacy when using district telecommunication devices.**

Any information contained on the school's computers' hard drives or other devices which are purchased by the school are considered property of Rockdale School District #84. This agreement applies to stand alone units as well as units connected to the network or the internet. Any attempt to violate the provisions of this agreement will result in revocation of user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, pertaining to the appropriate use of the technology or telecommunication resources is final. Students will be responsible for the cost to replace lost, stolen, or damaged equipment. Restitution will be sought for damage necessitating repair or replacement of equipment.

Wireless Device Program

As a member of the Rockdale 84 community, every student has been loaned a wireless device and a charger. All students will also be loaned a messenger bag to transport the wireless device to and from school. Students in Rockdale District 84 will integrate technology in order to become 21st century learners in a globalized society. Our District's 1:1 Wireless Device Program engages students' learning and differentiates instruction by providing opportunities that will enhance collaboration, critical thinking, creativity and social skills. These tools are essential for students to compete in tomorrow's workforce.

The Wireless Device must be used for educational purposes only. It is essential that this agreement be followed to ensure the safe, efficient, and ethical operation of the district's Wireless Device Program.

In order for students to use the Wireless Device in class and/or to take it home, you must be willing to accept the following terms and responsibilities:

Parents will:

- supervise child's use of the Wireless Device at home especially when on the Internet
- discuss appropriate use of the Internet at home
- assume responsibility for any family member's use of the Wireless Device
- use my child's Wireless Device for school use only NOT for personal use (online shopping, movie watching, etc.)

Parents and students will:

- secure the Wireless Device and know where it is at all times
- choose a safe location to charge the Wireless Device at home and ensure a fully charged device is returned to school every day
- keep wireless devices away from extreme temperatures, food, drinks, and pets (pets like to chew charging cords)
- NOT change or attempt to change the configuration of software or hardware, nor will they remove any programs, media, documents, or web history
- NOT download or attempt to install any programs, Apps, or files
- NOT attempt to repair the Wireless Device and we will not request repairs from anyone outside of District 84
- NOT sync the device to any other device that is not a District 84 device
- ensure the device is taken home immediately and secure it until the next school day
- report any problems or damage immediately to the classroom teacher
- Within 24 hours, report loss/theft of the device to the school and proper authorities; reports must be accompanied by a police report

Students will:

- Charge Computers every night to be ready for use throughout the next day
- make the Wireless Device available for random inspection by a District 84 staff member upon request
- log in using his/her name and account that District 84 has provided
- abide by the school district's acceptable use policy
- NOT use the Wireless Device for any illegal purpose and abide by copyright laws

- NOT access other students' devices in any way
- share his/her school work with parents on the device weekly
- use appropriate language in all communications
- only use the hardware, configurations, and installations provided by District 84
- clean device at school only with teacher supervision
- NOT remove labels on the Wireless Device & Messenger Bag

Wireless Device Protection Plan

Technology Fee Agreement (Required)

- The Technology fee will cover a student and his/her Wireless Device both at school and at home for educational purposes. The technology fee not only supports the District's 1:1 program, but also covers the student from accidental damage at school or at home. All students are required to pay the technology fee. A student may opt out of taking a device home. However, the payment of the fee is still required to support the use of technology while in school.

Technology Fee	Effective Coverage
Non-refundable annual fee: \$25	Effective Date: date received AND agreement signed electronically
Coverage: repair/replacement of school issued Wireless Device (Please note the deductible schedule below)	Expiration Date: end of the school year or end of summer school programs, where applicable

The following fees may be sought by the school to repair damaged items.

Costs for Repair/Replacement		
Claim	Accidental Damage Deductible	Negligent/Irresponsible/Intentional Damage
1st Incident	Up to \$50	Up to full replacement cost
2nd Incident	Up to \$100	Up to full replacement cost
3rd Incident	Up to \$150	Up to full replacement cost

- Deductibles/claims are restructured annually. Claims from a previous school year are not used in determining the deductible for the current policy year.

- If a student is unenrolled from School District 84 for any reason, the Accidental Protection Plan becomes null and void on that date. The annual fee will not be refunded once the Wireless Device is issued.

Coverage	Exclusions (Not covered)
Theft: pays for loss due to theft; the claim must be accompanied by a police report Accidental damage: pays for accidental damage caused by liquid spills, drops, or any other unintentional event. Parent is responsible for the Claim 1, 2, or 3 deductible	Negligent / Irresponsible / Intentional Behavior: damage caused to D84 technology property due to negligence, irresponsibility, or intention as determined by school personnel i.e. Wireless Device left at the park/unattended, Messenger Bag defaced with marker/sticker, dog urinating on charger, throwing device, altering the software and/or operating system, etc.
Electrical Surge: pays for damage due to an electrical surge	Cosmetic: damages that does not affect the functionality of the device (ie. scratches)
Fire: pays for damage due to fire; the claim must be accompanied by an official Fire report	Liability: District 84 is not liable for any loss, damage, (including incidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment
Natural Disasters: pays for loss/damage caused by natural disasters	Negligent / Irresponsible / Intentional Behavior: will result in student consequences and/or the financial responsibility to repair/replace device (at full price)

All items in need of replacement MUST be purchased from School District 84, and the original item must be returned to the district. Checks for damaged devices, chargers, and/or messenger bags should be made payable to School District 84. Please include the words "Technology Repair" on the memo line. Wireless Devices must remain at school until fees are paid or other arrangements have been made.

Estimated Exclusions Costs at Full Price	
Laptop Liquid Damage	\$250

Laptop Keyboard Replacement	\$100-\$150
Laptop Screen Repair	\$100-\$200
Damaged Power / Video / Audio port	\$100-\$350
Power Adapter	\$50-\$80
Messenger Bag	\$30
Device Label / Asset Tag	\$10

Wireless Device Guidelines for Disciplinary Actions

Any student who proves to be irresponsible through behavior, attendance, grades or any combination is subject to loss of all Wireless Device privileges. Students may earn his/her privileges back by demonstrating a positive change in behavior and an improvement in attendance and/or grades. All consequences are subject to teacher and/or administrator discretion.

MINOR INFRACTIONS	
Off Task	Irresponsible/Negligent Behavior
- Using device when instructed not to - Device open when instructed to be closed - Using the device for non-educational purposes (surfing the net, taking pictures, listening to music when instructed not to, using programs and/or apps unrelated to instructional objective, chatting, making/watching videos)	- Device not fully charged - Using device for personal social media use (Facebook, Twitter, Pinterest, etc.) - Deleting internet history - Downloading or sharing programs and/or apps
Consequences	
- Warning - Student infraction is recorded in High Five - Detention/Loss of Recess/Behavior Referral & Parent Contact - Loss of Take Home Privileges - Loss of ALL Wireless Device Privileges	
MAJOR INFRACTIONS	

Disrespect/Defiance	Safety (of self and/or others)
• Failure to provide device to teacher and/or administration for inspection • Failure to report any incident and/or damage to device • Taking device home when not allowed	• Making contact with unknown people via chat, email, video or social media • Cyber bullying (emails, chats, videos, etc.)
Inappropriate Use	Irresponsible/Negligent Behavior
• Carrying device without messenger bag • Identity theft (logging into another person's computer) • Repeatedly: ◦ Using device for personal social media use (Facebook, Twitter, Pinterest, etc) ◦ Deleting internet history ◦ Downloading or sharing programs and/or apps	• Using device (outside/in the weather) • Device left unattended and/or device left at home • Device damaged due to negligence or irresponsibility • Device lost or stolen • Charger ruined/not functional • Messenger bag lost, defaced, or no longer functional
Consequences	
Parent Contact and: • Detention/Loss of Recess/Behavior Referral • Loss of Take Home Privileges and/or Suspension • Loss of all Wireless Device Privileges and/or Suspension • Financial Compensation and/or Suspension and loss of technology fee and/or previous deductibles paid! • Expulsion	

Google Workspace for Education

Google Workspace for Education is a suite of web-based programs that includes email, document creation, shared calendars, file storage, and collaboration tools. The ability to use these tools in and out of the classroom will enrich the learning experience and allow our teachers and students to develop critical skills to be successful in life. In schools where students have access to Chromebooks, Google Accounts are required in order to use the devices.

Rockdale staff are familiar with the platform and its benefits to education. Google Workspace for Education accounts are accessible from any computer, whether at school or at home. In order to protect our students from inappropriate or unwanted emails, these accounts will be

locked inside of a “walled garden.” This means that students can only receive email from Rockdale staff and students, and students can only send email to Rockdale staff and students. Email to or from any account other than Rockdale84.org will be rejected and returned to the sender unless pre approved by Rockdale School based on an instructional need. One of the goals of instructional technology is to teach students to use technology in a safe and meaningful way to prepare them for high school, college, and beyond.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place which protect students from harmful materials including content from obscene websites. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

Children’s Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Parents have the right at any time to investigate the contents of their student’s email account and Apps for Education files.

Student Online Personal Protection Act (SOPPA)

SOPPA protects the privacy and security of student data when collected by companies operating websites, online services, or online/mobile applications primarily used for K-12 school purposes. SOPPA Prohibits the use of student data for targeted advertising, the sale of student information gathered during the students’ use of the educational technology, and the use of data collected to amass a profile about a student.

Students - Acceptable Use, Privacy and Safety

Google Workspace for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and other school rules and policies which may apply.

- **Privacy** – Rockdale School District 84 and all electronic users should treat electronically stored information in individual’s files as confidential and private. However, users of student e-mail are strictly prohibited from accessing files and information other than

their own. The District reserves the right to monitor and access student accounts in the Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred. Students have no expectation of privacy on the Apps system.

- **Limited Personal Use** - Students may use Apps tools for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)
 - Inappropriate or offensive content
 - Threatening another person
 - Misrepresentation of Rockdale Public School District 84, staff or students. (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)
- **Data Security** - Student files and email are safe with Apps but it is the responsibility of the student to make backups of important documents.
- **Safety**
 - Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
 - Students will agree to not meet with someone they have met online without their parent's approval and participation.
 - Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
 - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- **Digital Citizenship**
 - Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. Be kind when using email or making a post on a forum or web page. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
 - Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work protected by a copyright. If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

- Students have First Amendment rights to free speech. Your rights can be limited in school though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited. School websites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Access Restriction - Due process

Access to and use of Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension or termination. Rockdale School District reserves the right to immediately suspend any user account in question of appropriate use. Pending review, a user account may be terminated as part of such action.

Gaggle SpeakUp Safety Tip Line

Rockdale School District 84 and Gaggle, a student online safety management company, have an agreement to keep students and schools safe by providing a simple way for students to report threats of violence, bullying, weapons brought to school, peers in crisis and other urgent situations.

The Gaggle SpeakUp Safety Tipline integrates directly with Google Workspace for Education, which students already use on a daily basis. There's no need for students to download a mobile app or remember a phone number. SpeakUp replies include a phone number that students can use for text messages or phone calls.

Trained Gaggle Safety Representatives evaluate SpeakUp tips 24/7/365 and send an email regarding non-life-threatening items to designated school or district staff. They will also call school officials in emergency situations and can even contact local law enforcement.

Gaggle has been providing safe online learning products and solutions to the K-12 market since 1999. The company's focus remains on student safety so educators can have the confidence to allow learners to take advantage of current technology for communication, collaboration, and learning. To learn more about Gaggle, visit <http://www.gaggle.net>.

Here is the Gaggle SpeakUp Tipline contact information:

- **SpeakUp Email Address:** speakup@stu.rockdale84.org

- **SpeakUp Phone Number (Voicemail & Text): 815-286-8222**

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases

- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Use of Telephone

Students must have the permission of the teacher and office personnel to use the classroom telephone. The use of the phone is limited, up to the discretion of the teacher, and should only be used in emergencies.. Also, any student calling home from a classroom who receives a voicemail must leave a message indicating the purpose of the call or call the office to inform the secretary of the purpose of the call.

If a student needs to contact home, they are not to use their own personal device. Students need to ask permission to call from the office.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the administration. Students are expected to be silent, comply with school rules and expectations, and follow the directives of school officials during emergency drills. Per Illinois State Code, there will be a minimum of:

- 3 evacuation (i.e., fire) drills
- 1 severe weather (shelter-in-place, i.e., tornado) drill
- 1 law enforcement drill to address a school shooting incident
- 1 bus evacuation drill

There may be other drills at the direction of the building administration. Evacuation, severe weather, and bus evacuation drills will not be preceded by a warning to the students. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. Communication will be sent to parents after a student participates in a drill.

STUDENT 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 substantial disruption in the school environment. If administration deems clothing as inappropriate, they reserve the right to ask students to change into something more appropriate for the school setting.

Clothing or accessories displaying vulgar language or gang symbols, obscene gestures, alcohol, or containing references to drugs, tobacco, sexually offensive, suggestive, or violent content may not be worn in school. Low, revealing necklines and see-through clothing are not allowed. Undergarments are not to be exposed. Midriffs front and back must be covered.

Hats and other headwear including hoods on sweatshirts are not to be worn at indoor activities. Students may be asked to remove earrings for sporting events or PE if deemed unsafe. Pocket chains are not to be exposed at any time. Shoes with wheels (Heelys), sound, lights, or other features that disrupt the learning environment are not allowed. Flip flops are highly discouraged as they present a safety issue. All students should have a pair of gym shoes for PE class. Please remember to dress appropriately for the weather.

STUDENT FEES AND MEAL INFORMATION

Student Fees

The Board may charge student fees as provided by law. All students are assessed fees to cover the cost of some of the materials and supplies needed during the school year. There is a technology fee built into the school fees each year. Fees are due at the beginning of each school year:

Kindergarten through Eighth Grade: \$100

Eighth Grade Graduation Fee: \$25

6th Grade Lock Fee: \$30

Student Fee Waivers

Students whose parents or guardians are unable to afford student fees may request a fee waiver. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Applications for fee waivers are available in the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A fee waiver **does not exempt** a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on household size that are used for the federal free meals programs.
- The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.
- 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.
- Emergency situations

The school 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 superintendent.

Student Breakfast and Lunch Program

District 84 participates in the National School Lunch and School Breakfast Program. Because District 84 participates in the Community Eligibility Option under this program, District 84 is able to offer healthy breakfasts and lunches at no charge for all students. Milk is included with each meal. Students may still bring their own lunch from home if they wish.

Rockdale School has a closed campus policy during lunchtime. Students are not allowed off the school grounds during the lunch periods. The "closed campus" policy is to ensure effective supervision and safety for our students.

Sharing of food is not permitted due to student food allergies. The Building Principal will be made aware of sharing food and appropriate action will be taken.

STUDENT RECORDS, SAFETY, AND PRIVACY

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 that are

created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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:

The right to inspect and copy the student’s education records

- 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. 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
- These rights are denied to any person against whom an order of protection has been entered concerning the student.

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.

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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.

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 record 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.

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.

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.

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.

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.

Student Privacy Protections

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

- that is created by a person or entity other than a district official, staff member, or student
- regardless of whether the student answering the questions can be identified
- regardless of the subject matter of the questions.

Parents 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:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- 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.

Instruction Material

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

Access to Students by Non-custodial Parents

School districts are petitioned with increasing numbers of requests to restrict the access of non-custodial parents to students each year. In response to these requests, Rockdale Public School District 84 informs parents that, unless the access of non-custodial parents is restricted

by an order of protection entered by the court or other form of court order, the school district is unable to honor such requests.

Once the identity of an adult as a parent of a student has been established, school personnel have no way of knowing whether the non-custodial parent is exercising legitimate and legal visitation rights, picking up the child by agreement with the custodial parent, or otherwise. The school district has no right or obligation to attempt to enforce the terms of court orders that grant visitation rights or set forth the rights and responsibilities of the custodial and non-custodial parents with respect to access to the students. It is inappropriate to place school personnel between the parents by asking them to enforce such orders.

If an order of protection or other form of court order is active and indicates that the non-custodial parent shall have no access to the student or to the student's records, school personnel will do everything possible to comply with such an order. However, without an order of protection, school personnel cannot take responsibility for knowing or adhering to any arrangements made with regard to visitation rights and other issues of that nature.

Address and Telephone Changes

It is very important that every student maintain an up to date address and telephone number record at school. Please notify the school office at 815-725-5321 or email Mrs. Flores at cflores@rockdale84.org immediately of any changes including the number of someone to contact in case of emergency.

VISITORS TO THE SCHOOL

All visitors to the District are required to go to the school office and show their driver's license or government ID to receive a visitor badge. Visitor badges must be displayed at all times while in the school building and on school property.

All visitors, including parents and siblings, are required to enter through the Office Entrance (Door A - Meadow Avenue) and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors are expected to abide by all school rules during their time on school property. 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.

Any person wishing to speak or meet with a staff member should contact that staff member to make an appointment. Staff email addresses can be found on the district website. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- 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.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- 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.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- 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.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

MISCELLANEOUS INFORMATION

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building 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.

Crossing Guards

Adult crossing guards are positioned at the corners of Meadow & Midland, Meadow & Jewett, Meadow & Connell, and Bellevue & Connell. They remain until 8:40 a.m. for the morning crossing and until 3:45 p.m. for the after school crossing. For student safety students must cross with the crossing guards. Students must follow directions of crossing guards (i.e., walking across the street using the crosswalks, etc.) and display expected behaviors. Inappropriate behavior will be reported to the building principal and be dealt with on an individual, case by case basis.

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. The office is unable to release addresses and phone numbers of students due to privacy rights and confidentiality.

Lockers

2nd-8th grade students will be assigned an academic locker by their homeroom teacher. It is the responsibility of the student to keep the lockers neat and orderly at all times. Students are permitted to use only their assigned locker. All lockers are inspected periodically. All valuables must be placed in the student assigned locked locker. The school will not be responsible for lost or stolen items. Students should not give out their locker combinations to other students and lockers should not be left open or "set". 6th-8th grade students will receive an additional PE locker for PE clothes that will be assigned by the PE teacher during the first couple days of school. Lockers are property of the school district. Students have no expectation of privacy in the use of school lockers.

School Library

Students are encouraged to visit the School Library to find quality, age appropriate reading materials. Students are responsible for the materials they check out. If a library book has been damaged beyond repair, a notification will be made to the student and the student's parents/guardians. The cost to replace the book will be the responsibility of the student and their parent or guardian. The student will not be allowed to check out new books from the library until the damaged book has been paid for. If students have overdue books, they will be unable to check out additional books until the overdue books have been returned or paid for, if lost.

Snacks and Treats

Due to health concerns and food safety, all treats and snacks must be nut-free, store bought, and individually wrapped. The school cannot accept homemade treats or treats with any kind of nuts in them. If providing snacks or treats for birthdays or classroom parties, please ensure

there is enough for all students in the classroom. Teachers will not be able to pass out snacks if there is not enough for each student. The school reserves the right to deny any treat or snack if it does not meet the above requirements.

PARENTAL NOTIFICATIONS

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 the superintendent.

Reciprocal Reporting of Criminal Offenses

Rockdale School has established a reciprocal reporting policy with the Rockdale Police Department regarding criminal offenses committed by students.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be used 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 video may be provided to law enforcement personnel.

Unless notified by parents or guardians, the school assumes the right to take photographs or make videos of students for school activities and/or the internet/website (for example, performances, special events, assemblies, etc.).

McKinney Vento Eligibility

Under the McKinney Vento Homeless Assistance Act, a student may be considered homeless if they lack a “fixed, regular, and adequate nighttime place of abode”. This includes students living in shelters, streets, cars, abandoned buildings, inadequate housing, temporarily sharing the

housing of other persons due to a lack of housing, migratory children, runaways, and children whose parents will not permit them to live at home. All children have equal access to the same free appropriate public education. A “homeless child” may attend the District school that the child attended when permanently housed or in which the child was last enrolled.

Please contact the McKinney Vento Homeless Liaison, Alana Hamilton, at ahamilton@rockdale84.org for more information.

Homeless Child’s Right to Education

When a child loses permanent housing and becomes a homeless person as defined at 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:

- 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
- 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.

Please contact the school social worker, Ms. Hamilton, for more information.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student’s teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher’s certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Standardized Assessments

Students and parents/guardians should be aware that students in grades 3-8 will take district, state, and federal standardized assessments. Parents are encouraged to cooperate in preparing students for the standardized assessments, 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 assessments.

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.

Parents/guardians of English Learners will be informed how they can:

- be involved in the education of their children
- be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the school office.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

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):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- 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.

Any time that a convicted child sex offender is present on school property, including the three reasons above, they are 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 they are 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:

<https://sor.isp.illinois.gov/sorpublic/>

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

<https://sor.isp.illinois.gov/sorpublic/>

ROCKDALE SCHOOL DISTRICT 84

Discipline Handbook

2026- 2027

715 Meadow Ave.
Rockdale, IL. 60436

Phone: 815-725-5321

Fax: 815-725-3099

www.rockdale84.org

Items in this Handbook are subject to review and may change at any time.

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INTRODUCTION

The Board of Education expects student behavior to reflect standards of good citizenship and Rockdale PRIDE. Students should cooperate with all personnel and the school community and set high standards of courtesy, decency, expression, honesty in relationships with other persons. Students are responsible for knowing and abiding by federal, state and local laws; for knowing and abiding by school regulations and attendance procedures; for utilizing the educational experience to the fullest of their potential; for protecting other students' rights to learn and to be individuals; and for respecting public and private property.

The rules set forth in this code of conduct section are pursuant to the District's Student Discipline Policy in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. The rules support, but do not limit, our authority.

In a school community students have responsibilities. They are as follows:

Responsibilities of Students

- To attend, be on time, and prepared for classes
- To complete schoolwork
- To bring to school only those items which are necessary and not to bring items which are disruptive and/or dangerous to the educational process
- To respect the rights, property, and safety of others
- To respect teachers, administrators, staff and visitors
- To follow all rules, whether on school property, on a school bus, or at a school sponsored function or whenever the conduct or activity bears a reasonable relationship to school
- To comply with directives given by teachers, administrators, and staff
- To work to ensure that the educational process is not interrupted for others
- To inform a school staff member of any violation or potential violation of school rules

Applications of Grounds for Disciplinary Action

Students may be subject to disciplinary consequences, as related to school or school activities up and as outlined in the category of levels, for gross disobedience or misconduct which occurs:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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. -or

- During periods of remote learning

Any list of misbehaviors and consequences cannot be all-inclusive. Therefore, school personnel will appropriately address any disruptive behaviors that are not expressly listed below.

Disciplinary consequences will result from infractions of these expectations. Repeated misconduct will result in more severe consequences.

Teachers, other licensed educational employees, and any other person, whether or not a licensed employee, providing a related service for or with respect to students, stand in the relation of parents and guardians to students (Illinois School Code - 105 ILCS 5/24-24). Meaning, district staff have the authority to conduct investigations in matters of student discipline in the absence of parents and guardians without having to obtain permission to conduct these investigations from parents and guardians. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. In the event of discipline of a student, parents/guardians will be notified in accordance with Board Policy.

LEVELED OFFENSES

The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt of any of the prohibited activities, whether or not on school property, that is not conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with accordingly.

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.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Level 1 Offenses

Level 1 infractions may include, but are not limited to, the infractions identified below.

- **Attire Violations:** If a style of dress and grooming appears to be disruptive to the educational process or could constitute a threat to the safety or health of students, it will not be permitted in school. The following rules apply to dress:
 - Clothing is to be worn as intended.
 - Outerwear is not to be worn in school.
 - Extremely short or tight shorts or skirts will not be allowed with arms relaxed to the student's side and the length of the garment is above their fingertips.
 - Clothing exposing mid-bodies, clothing which is "see-through" and/or holes/tears in nature without appropriate undergarments, or other clothing, which is deemed distracting by the school administration are not to be worn
 - Head coverings such as hats, hoods, bandanas, etc. are not to be worn in the building during school hours unless required for medical or religious reasons.
 - Any item of clothing, shoes, jewelry, accessories, book bags, purses and other similar items may not be worn or brought to school or school-related events on which any of the following appear:
 - Symbols, images, words, etc. which cause a material or substantial disruption to the school environment or interfere with the rights of students or staff members.
 - Any reference to alcohol, tobacco, drugs, etc. including advertisements.
 - Any symbol, image, word, etc. that is obscene, vulgar, lewd, or profane
 - Any reference, symbol, image, word, etc., to violence, weapon, or gang activity.
 - No Roller Shoes of any kind allowed in school
- **K-2 Cheating:** Dishonesty while completing schoolwork, plagiarism, using inappropriate materials (e.g., test, teacher's note, etc.) and/or falsifying or altering records.
- Violation of any classroom, media center, gymnasium, hallway or playground rule/regulation or behavior that causes disruption to the learning environment. Examples include but are not limited to:
 - Failure to follow directions
 - Off task behavior
 - Excessive/repeated talking
 - Unauthorized out of seat behavior
 - Passing notes
 - Throwing objects

- Running
- Leaving the classroom without permission
- Repeated unexcused tardies to class
- Washroom misbehavior
- **Disrespect:** to insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the student body or school staff.
- **Unauthorized use of Electronic Devices:** Items such as Apple or Smart Watches, MP3 players, iPods, tablet devices, cameras, or handheld gaming systems, etc., may only be brought to school with the permission of a staff member. Cell phones may not be used during the school day. All electronic devices, including cell phones, must be powered off and stored in the student's locker. Misuse of any electronic device may result in confiscation of the item for parent/guardian pick-up. Pictures should not be taken with any device and should not be sent electronically to other devices while on school grounds including on the bus and at the bus stop. These devices are considered to be a disruption of the educational process and their use during the school day may result in disciplinary action. Rockdale School District 84 is not responsible for any lost, stolen, or damaged electronic device.
- **Insubordination:** The willful refusal to respond or carry out a reasonable directive by authorized school personnel.
- **K-2 Profanity:** obscene language, racial and culturally insensitive profanities, gestures (written, drawn, acted or spoken).
- Other incidents on same level of significance as those listed above

Consequences for Level 1 offenses are based on the seriousness of the incident, may become more restrictive as the behavior persists, and will be based on teacher/administrator discretion. Disciplinary measures may include: warnings and corrective action by the teacher, as related to specific offense; detention (lunch, recess, after school); other disciplinary action deemed appropriate by the administration.

Level 2 Offenses

Level 2 infractions may include, but are not limited to, the infractions identified below and in accordance with District Policy:

- **Continuation of unmodified Level I Acts of Misconduct**
- **Acceptable Use Policy (AUP) Violation:** unauthorized and/or improper use of computer and/or internet unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. In addition, operating an unarmed aircraft system (AUS) or drone for any purpose on

school grounds or at any school event unless granted permission by the building principal.

- **Bullying (Including Cyberbullying):** Bullying is severe or pervasive conduct that is repeatedly directed towards a specific student. The repeated behavior is reasonably predicted to place the student in fear of harm, detrimentally affect physical or mental health, substantially interfere with academic performance, or substantially interfere with participation in or benefit from school.
- **3-8 Cheating:** Dishonesty while completing schoolwork, plagiarism, using inappropriate materials (e.g., test, teacher's note, etc.) and/or falsifying or altering records.
- **Cutting Class:** not attending part or all of a scheduled class
- **Failure to Serve Administrative Detention:** Not serving a detention on the intended day and time.
- **Forgery:** The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- **Gambling:** To play a game for money or property, to bet on an uncertain outcome.
- **Graffiti:** An inscription or drawing on any surface that is inappropriate or unauthorized
- **Inappropriate Materials:** The use, possession, control, or transfer of any object or item that may substantially disrupt or interfere with the educational process or school property.
- **In Unauthorized Area:** any student that is located in an area of the school without permission, at any time, including during school hours, during non-school hours, and during school-related activities
- **Inappropriate Physical Contact:** Physical contact and/or attempt that negatively impacts another student or disrupts the school environment.
- **Inciting or Instigating:** Any verbal, physical or written action or gesture that escalates or causes disruption of the educational environment.
- **Intimidation of Others:** Any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm, or that has the effect of insulting or demeaning any student in such a way as to disrupt the learning environment.
- **Obstruction of an Investigation:** Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving false information.
- **3-8 Profanity:** obscene language, racial and culturally insensitive profanities, gestures (written, drawn, acted or spoken).
- **Theft (under \$300):** Taking, removing, or possessing, property belonging to others

Consequences for Level 2 offenses are based on the seriousness of the incident, may become more restrictive as the behavior persists, and will be based on teacher/administrator discretion. Disciplinary measures may include: detention (lunch, recess, after school); bus suspension for related bus conduct; financial restitution in cases which damage or loss was incurred; seizure of contraband; temporary removal from class; in-school suspension (ISS); out-of-school suspension (OSS); other disciplinary action deemed appropriate by the administration.

Level 3 Offenses

Level 3 infractions may include, but are not limited to, the infractions identified below and in accordance with District Policy:

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.

- **Alcohol:** Use, possession, or being under the influence of alcohol. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or a school-related event after using alcohol even if the substance was not consumed on school grounds.
 - A first offense involving the use, possession, or being under the influence of alcohol may result in a ten-day external suspension. Administration may exercise the option to offer, in lieu of the ten-day external suspension, a five-day external suspension and enrollment in, and completion of, a District-approved substance abuse education program. If this option is selected and the program is not completed, the remaining five days of external suspension will be reinstated within one semester.
 - A second offense involving the use, possession, or being under the influence of alcohol during the student’s remaining years at our middle school may be grounds for a ten-day external suspension and recommendation for expulsion. Any alcohol-related offense will be carried over from our middle school to the receiving high school as part of a student’s record.

- **Arson and/or Possession and/or use of matches, lighters, incendiary devices:** The act of maliciously, voluntarily, or willfully setting fire to a building, buildings, or other property. Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, (e.g., schematic or other drawing, ignition agent, container, wiring, etc.), when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
- **False alarm** (pulling fire alarm, calling 911) : the act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe
- **Assault and/or Battery-Staff:** Threatening to physically or mentally harm a school staff member, and/or an unwanted physical touching of a school staff member, either directly, indirectly, or with a weapon or dangerous object.
- **Smoking Products:** Possession, sale, purchase, use or transfer of matches, lighters, tobacco products, electronic cigarettes, vapes, vape pens or other vaping related products. A referral to the police liaison officer may be made.
- **Drugs:** Use, possession, manufacturing or being under the influence of any illegal or controlled substance, including marijuana, steroids, unlawful drugs, “look-alike” drugs or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. This definition includes drugs lawfully prescribed to a student but which the student has used, possessed, distributed, etc. contrary to its prescribed use. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or a school-related event after using drugs even if the substance was not consumed on school grounds.
- **Drug Paraphernalia:** Possession, sale, purchase, manufacturing, use, transfer or arranging to transfer any paraphernalia which is used or customarily intended for use in the administration of an illegal substance.
- **Drug Sale/Distribution:** Sale, attempt to sell, transfer, attempt to transfer, or distribute any prohibited substance or look-alike drug, as defined by this policy.
 - Any student found to be involved in the Sale/ Distribution of Drugs may be suspended from school for a period of ten days. An expulsion hearing may be scheduled and local police officers will be contacted.
- **Explosives/Fireworks:** Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, including but not limited to firecrackers, rockets, sparklers, and poppers, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably

determined that the component was intended to be used as part of an explosive or incendiary device.

- **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person.
- **Gang Activity:** A “gang” means any organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or act in violation of school rules, which have an identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Activity includes but is not limited to:

- wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items which evidences membership or affiliation in a gang
 - committing any act or using communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership, affiliation with a gang or requirement
 - drawing gang related graffiti on any item in or around school or distributing gang related literature
 - intimidating, threatening, bribing, bullying, battering, or assaulting a school staff member, a member of the Board of Education, a bus driver, a student, or a school visitor
- **Gross Misconduct:** Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- **Harassment:** any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which may be based on a person’s race, color, religion, national origin, sexuality or disability and in violation of the District policy.
- **Acceptable Use Policy (AUP) Violation:** unauthorized and/or improper use of computer and/or internet Activity includes but is not limited to: Any person possessing, taking, disseminating or sharing obscene pornographic, lewd, or otherwise illegal images, messages, “sexting,” or photographs. Any person engaging in such behavior may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.
- **Sexual Harassment:** Any unwanted, unwelcome sexual advances, physical contact, inappropriate touching, verbal, non-verbal or written remarks towards students, staff, or others in the school community.

- **Engaging in teen dating violence:** Using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, or threatens to use sexual violence in the dating relationship.
- **Theft (major-\$300 or more):** Taking, removing, or possessing, property belonging to others
- **Threatening Behavior:** Any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks, including but not limited to the creation, posting, or distributing of student/staff hate lists or hit lists, which may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- **Encouraging of Self-Harm:** Students heard, seen, gesturing, using verbal and written forms encouraging one to harm themselves or others, including ending one's life.
- **Destruction of Property:** Vandalizing school property or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity.
- **Weapons - Look-alike:** Use, sale, possession, transfer, or control of a look-alike weapon. A "look-alike" is any substance or item which is not, but reasonably appears to be, is believed to be, or is represented to be, the real substance or item. Examples are a toy gun, i.e., Orbeez, Nerf gun, etc. with or without bullets, which is difficult to distinguish from an actual gun. See Weapons below for additional information.
- **Weapons:** Use, sale, possession, transfer, or control of any weapon with a blade, a firearm, or other item that can be used to inflict severe bodily harm.
Weapons are to be considered any object used or intended to be used to cause physical harm. Administrators, Threat Assessment team, or the Rockdale School Board shall be required to refer any student who brings a weapon to school to the local law enforcement agency.

Consequences for Level 3 offenses are based on the seriousness of the incident and may become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: out-of-school suspension (OSS); referral to law enforcement officials; revocation of bus-riding privileges; seizure of contraband; recommendation for alternative placement or expulsion up to two (2) calendar years from Rockdale School District 84; other disciplinary action deemed appropriate by the administration. Any illegal actions will also be referred to the local police department.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School

personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- 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)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges, if applicable.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 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.

SUSPENSION AND EXPULSION PROCEDURES

Schools must limit the number and duration of suspensions and are encouraged to use non-exclusionary discipline measures before suspending students. Suspensions and expulsions will be applied only for legitimate educational purposes.

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 1. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 2. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 3. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 4. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 5. Depending upon the length of the out-of-school suspension, include the following applicable information:
 1. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 1. A threat to school safety, or
 2. A disruption to other students' learning opportunities.
 2. For a suspension of 4 or more school days, an explanation:

1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
3. That the student's continuing presence in school would either:
 1. Pose a threat to the safety of other students, staff, or members of the school community, or
 2. Substantially disrupt, impede, or interfere with the operation of the school.
 3. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:

1. Include the time, date, and place for the hearing.
 2. Briefly describe what will happen during the hearing.
 3. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 4. List the student's prior suspension(s).
 5. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 6. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
 4. If the Board acts to expel the student, its written expulsion decision shall:
 1. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 2. Provide a rationale for the specific duration of the recommended expulsion.
 3. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

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

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.

MAKE-UP WORK FOR CREDIT

Rockdale will have a policy in place for suspended students to make up any missed work for equivalent academic credit. This includes students who have been suspended from the bus and do not have alternate transportation. With regard to suspensions from the bus, please note that as the parent, it is your duty to notify the school if your child will miss school because he or she does not have alternative transportation to school. Otherwise, your child may not be allowed to make up missed work for credit.

"ZERO TOLERANCE" POLICIES

Except as provided by applicable State or federal law, the School District does not rely on "zero-tolerance" policies, or policies that impose a specific type of discipline for commission of a particular infraction, or requiring suspension or expulsion after a certain number of infractions (e.g. three strikes policies). In imposing discipline, the District will examine the specific considerations of an infraction, using a case-by-case approach and applying a range of disciplinary measures.

ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support,

a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. If certified staff need to use physical restraint it will be documented amongst school staff.

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.

GANGS & GANG-RELATED ACTIVITY

Illinois State Law prohibits any fraternity, sorority or secret society of any kind in a public school. 105 ILCS 5/31-1, *et seq.* Any student participating in activities related to any secret organization may be referred to the school board for suspension or expulsion. Gangs or gang-related activities are covered under this area of the law.

“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.

As a reminder, please note that possession of or display of gang graffiti on school grounds or in connection with a school event, displayed on a student’s person while on school grounds or in connection with a school event, displayed on a student’s personal property, again, while on school grounds or in connection with a school event, is cause for student discipline.

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:

1. A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, 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. For purposes of this provision, the Board of Education generally considers a ‘look alike’ to be any item that reasonably resembles or appears to be an actual firearm, including, but not limited to, an air gun, a ‘BB’ gun, a paintball gun, or similar item. 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.

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 school liaison police officers.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, School issued Chromebook bags 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 Searches

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Rockdale School District 84 does not allow bullying and has established procedures and disciplinary consequences for bullying behavior. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, 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, parenting status, 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 orderly operation of a school.

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

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

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

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

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

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

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

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

Consistent with federal and State laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

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 & TEEN DATING VIOLENCE

Sexual Harassment

Sexual harassment of students will not be tolerated. 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:

- 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
- Has the purpose or effect of:
 - Substantially interfering with a student's educational environment;
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, or treatment; or
 - 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.

Teen Dating Violence

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 11 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

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

Nondiscrimination and Title IX Coordinator

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DISCIPLINARY FINES AND FEES

Schools may not issue monetary fines or fees as a disciplinary consequence, except that students may be required to pay restitution for lost, stolen, or damaged school property.

ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances.

Students must be in attendance for 3 hours of the school day in order to be eligible to attend the school dance. In addition, the student cannot be signed out of school sick and attend the dance. Students earning 3 or more detentions or an ISS in the month prior to the dance may not be allowed the privilege of attending.

Students who violate the school's discipline code will be required to leave the dance 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.