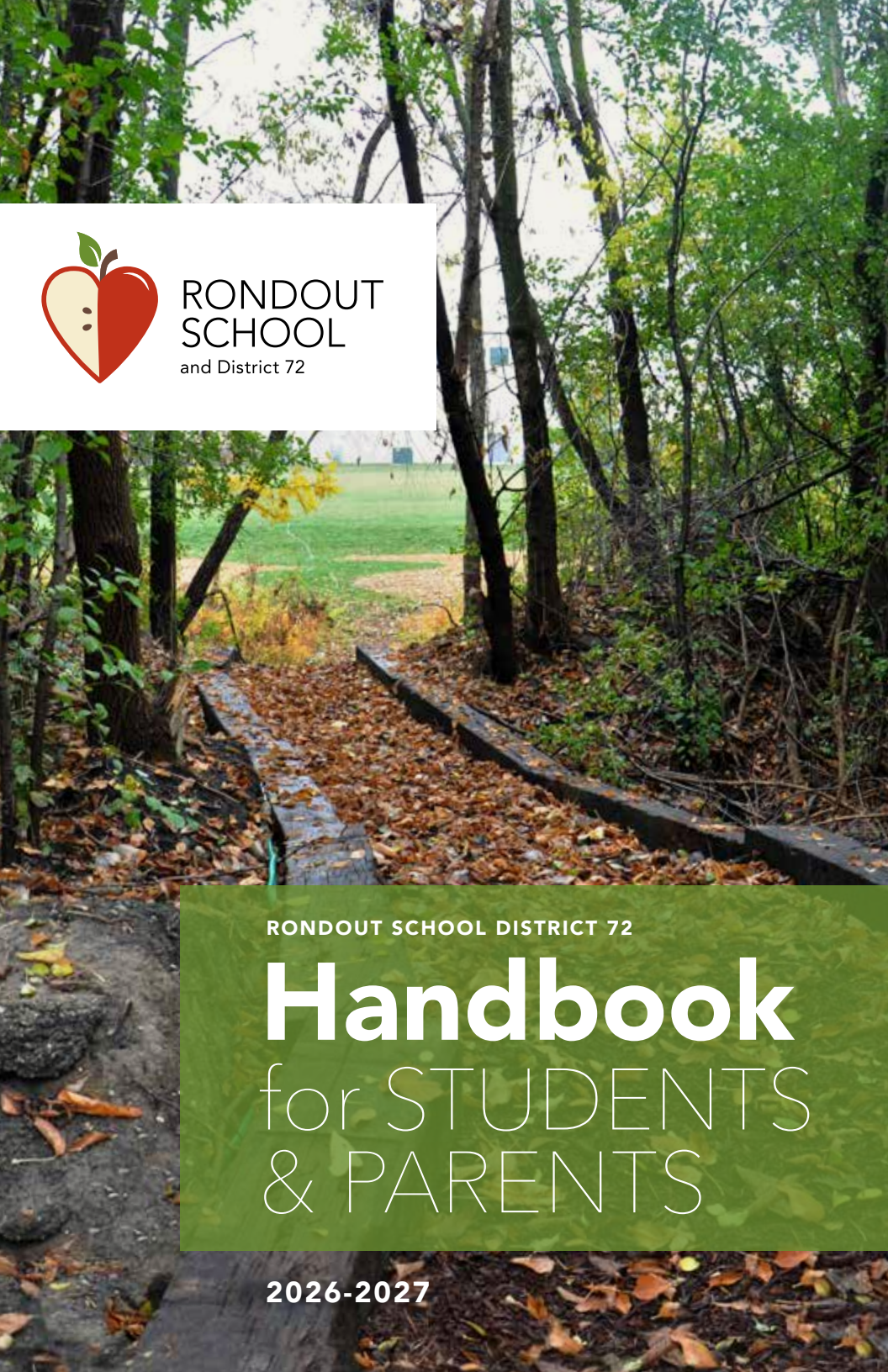
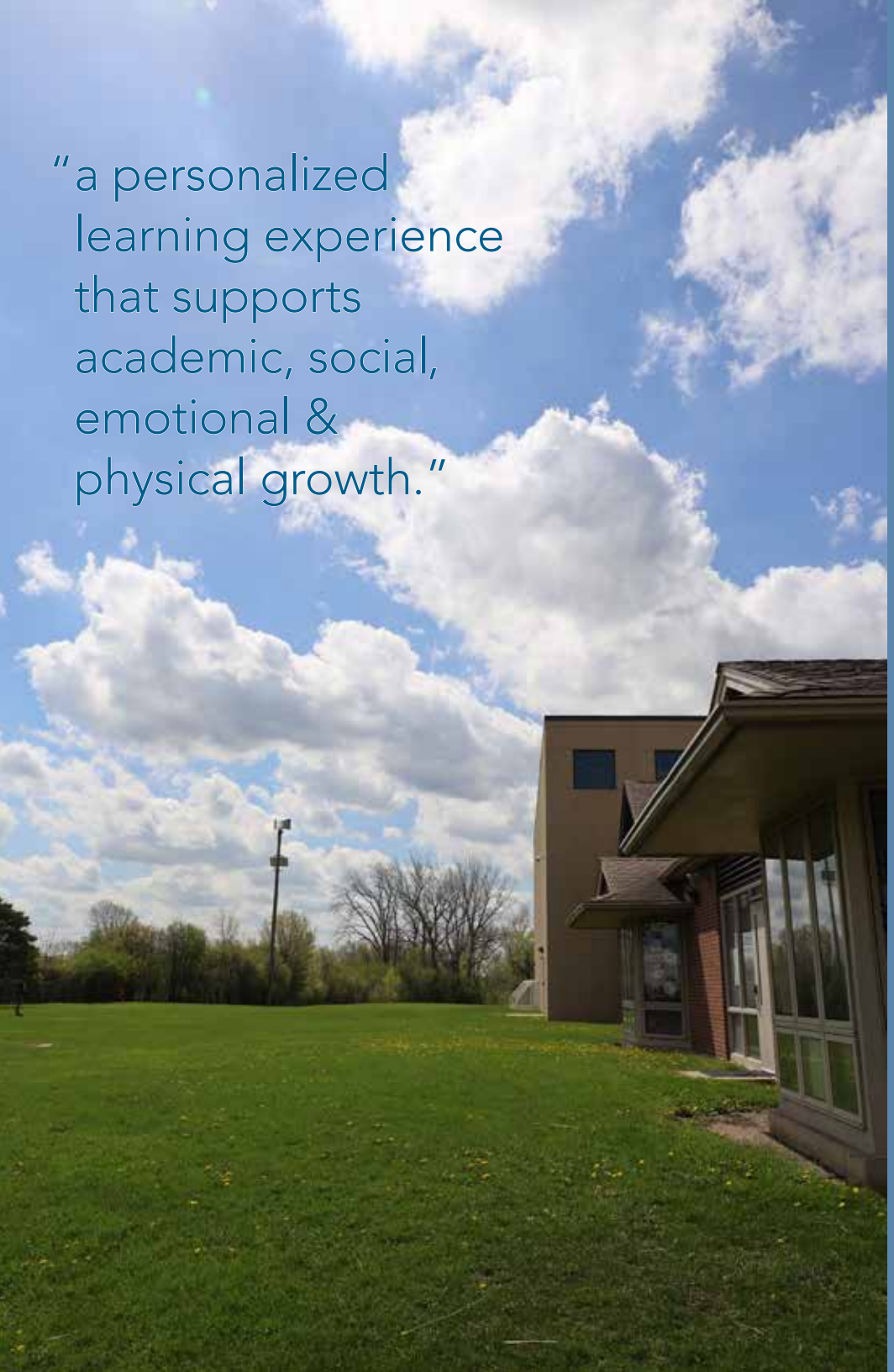


RONDOUT SCHOOL
and District 72

RONDOUT SCHOOL DISTRICT 72

Handbook for STUDENTS & PARENTS

2026-2027



Dear Rondout Families

We are excited to welcome you to the 2026-2027 school year. The Rondout School District 72 Handbook for Students and Parents is an important tool in maintaining a strong partnership between home and school. Whether you are a returning family or new to Rondout, this resource provides basic information about the policies and procedures that will impact the Rondout educational experience in the school year ahead. While some of the information is more applicable to parents, we ask that you take some time to review, with your family, the areas applicable to students especially the behavioral expectations and code of conduct.

We appreciate your partnership which enables us to provide our students with a personalized learning experience that supports their academic, social, emotional and physical growth. Please take time to review the handbook thoroughly and feel free to reach out to us if you have questions. Your acknowledgment of receipt and review of the handbook should be returned to the school office by the end of the first week of school. Digital copies of the print form will also be available on the website.

We look forward to an exceptional year ahead.

Best regards,

Jenny T. Wojcik Ph.D. Elizabeth Davis

Dr. Jenny Wojcik
SUPERINTENDENT

Ms. Elizabeth Davis
PRINCIPAL



OUR COMMITMENT TO EXCELLENCE

RESPECT, RESPONSIBILITY, HONESTY AND KINDNESS **IS THE RONDOUT WAY**

Working together is essential to optimizing each child's educational experience at Rondout. Achieving excellence is a shared responsibility between the students, parents/guardians, faculty/staff.

EXPECTATIONS FOR **PARENTS/GUARDIANS**

- Keep the lines of communication open, honest, meaningful, timely and ongoing.
- Contact the teacher(s) first when questions or concerns arise.
- Support your child's learning by helping your child have regular attendance and arrive on time.
- Ensure your child arrives ready to learn with completed homework, supplies and materials.
- Stay informed using available channels of communication.
- Be respectful of school policies and procedures.
- Promote your child's acceptance of rules and respect for authority and the property, space and feelings of others.
- Promote honesty in your child.
- Contribute to a safe and productive learning environment that promotes every child's right to learn.
- Follow the Rondout Way: Respect, Responsibility, Honesty and Kindness Throughout Our Day.

EXPECTATIONS FOR **STUDENTS**

- Be responsible for your own learning by coming to school ready to learn with completed homework, supplies and materials.
- Be responsible for getting materials to and from school.
- Be respectful of school rules and expectations.
- Accept rules and respect authority.
- Respect others' property, space and feelings.
- Promote honesty in yourself and others.
- If a problem or question arises, discuss it with a trusted adult.
- Treat others as you wish to be treated.
- Follow the Rondout Way: Respect, Responsibility, Honesty and Kindness Throughout Our Day.

EXPECTATIONS FOR **FACULTY/STAFF**

- Contribute to a safe and productive learning environment that promotes every child's right to learn.
- Keep the lines of communication open, honest, meaningful, timely and ongoing.
- Provide up to date and regular communication.
- Support student learning by providing meaningful and appropriate instruction daily.
- Be respectful of school policies and procedures.
- Accept rules and respect authority.
- Respect others property, space and feelings.
- Promote honesty in yourself and others.
- Follow the Rondout Way: Respect, Responsibility, Honesty and Kindness Throughout Our Day.





CONTENTS

ENROLLMENT

Admission of Students 8
Physical Examination and Immunizations 9
Change of Address/Contact Information 10
School Fees 10
Withdrawal from the School 11
Consent to Use Photographs or Video Recordings of Students . . . 11

DAY TO DAY

Daily Schedule 12
Absence from School 12
Student Attendance and Truancy 12
Expectations 13
Excessive Absenteeism/Tardiness 13
Valid Causes of Absenteeism 13
Attendance at School Functions 13
Medical Documentation 14
Homework Requests for Multiple Day Absences 14
Vacations and Homework 14
Tardy Procedure 14
Truancy 14
Chronic Truancy 14
Resources and Supportive Services 15
Referral of Chronic Truants 15
Punitive Action 15
Permission to Leave School 15

SAFETY

Emergency School Closing 16
Safety and Evacuation 17
Student Welfare Safety Plan 17
Student Drug and Alcohol Policy 17
Gun-Free Schools Policy 18
Asbestos Management 18
Offender Community Notification Laws 18

HOME & SCHOOL CONNECTIONS

School/Community Communication 19
Parent Volunteers 19
Unscheduled Parent/Teacher Meetings 20
Conduct for Meetings 20
Lunch Program 20
BASE Program 21

School Pictures . . . 21
Lockers . . . 21
Gym Lockers . . . 21
Gym Clothing . . . 22
Birthday Celebrations . . . 22
Lost and Found . . . 23
Programs Outside of Regular School Hours . . . 23
Student Fundraising Guidelines and Procedures . . . 23
PTSA–Rondout School Parent, Teacher, Student Association . . . 23

INSTRUCTIONAL PROGRAM

Curriculum . . . 24
Inspection of Instructional Materials . . . 24
Physical Fitness Assessment . . . 24
Extra-Curricular Activities . . . 25
Grade Reporting to Parents/Graduation Requirements . . . 25
Field Trips . . . 25
Student Drug and Alcohol Policy . . . 26
Accelerated Placement Program . . . 26

TRANSPORTATION

Bus Transportation . . . 27

STUDENT SUPPORT SERVICES

Health Services . . . 28
Student Services . . . 28
Preschool Screening . . . 29
Education of Homeless Children . . . 29

MEDICAL & WELLNESS

Physical Examination and Immunizations . . . 30
Sports Physicals . . . 32
Food Allergies . . . 32
Healthy Food Choices/Lunch/Classroom Snacks and Food-Based Activities . . . 33
Medication . . . 34
School District Supply of Undesignated Epinephrine Injectors . . . 37
Medical Emergency Procedures . . . 37
Suicide and Depression Awareness and Prevention Policy . . . 38

BOARD OF EDUCATION

. . . 84

BEHAVIORAL EXPECTATIONS

Biennial Review . . . 39
Mobile Phones and Smart Phones . . . 39
School District Policies and Guidelines . . . 40
Bullying Prevention and Response Plan . . . 44
Bullying Prevention . . . 48
Acceptable Use Policy . . . 51
Right to Privacy in the School Setting . . . 51
School Property . . . 52
Seizure of Property . . . 52
Social Media . . . 52
Student Discipline Policy . . . 53
Goals of Rondout's Discipline Plan . . . 54
Rondout Code of Conduct . . . 54
Disruptive Dress or Grooming . . . 59
Rules of Conduct . . . 59
Mandatory Compliance . . . 63
Disciplinary Procedures . . . 63
Discipline Consequences . . . 63
Discipline for Students with Disabilities . . . 66
Bus Behavior Rules . . . 66
Bus Disciplinary Procedures . . . 67
Parental Concerns . . . 67

STUDENTS & PARENTAL RIGHTS

Equal Educational Opportunities . . . 68
Uniform Grievance Procedure . . . 69
Uniform Grievance Procedure Policy 2:260 . . . 69
1. Filing a Complaint . . . 70
2. Investigation . . . 71
3. Decision and Appeal . . . 71
Appointing Nondiscrimination and Title IX Coordinator and Complaint Managers . . . 72
Title IX Sexual Harrassment . . . 72
Offender Community Notification Laws . . . 73
Student Records–Notification of Rights of Parents/Students . . . 73
Section 504 . . . 76
Surveys of Private Information . . . 77
Smoke-Free Buildings and Grounds Policy . . . 77
Reporting Child Abuse and Neglect . . . 78
Appropriate Staff-Student Communications . . . 80
Elimination of Programmatic Barriers to School Attendance of Pregnant or Parenting Students . . . 81
School Visitation Rights for Parents/Guardians . . . 82
Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act . . . 82
Parent(s)/guardian(s) Right to Know Regarding Teacher Qualifications . . . 83



ENROLLMENT

Welcome to Rondout School District 72! Rondout School is located in unincorporated Lake County. The district serves parts of unincorporated areas in Lake Forest, Libertyville and Lake Bluff. District boundaries also include parts of Mettawa and Green Oaks. Students must meet residency requirements in order to begin the enrollment process prior to admission. Student enrollment is a one-time process which is followed by registration annually. Forms for both processes are found on our website at www.rondout.org. Learn more about the process by reviewing the following information.

Admission of Students (Board Policy 7:50)
In order to enroll a student, parents/guardians must present proof of residency within the School District pursuant to Board Policy 7:50 and Board Policy 7:60 (Residence). Parents/guardians shall also present the student's birth certificate (or reliable proof of the child's identity) and proof of immunization upon enrollment. A child must be 5 years old on or before September 1 of the current school year to be eligible for Kindergarten. Early enrollment procedures are available on the district website. Students may enroll without having presented permanent or temporary records from the school they previously attended but will need to present written proof that they are in good standing at their former school. Students who are homeless may also enroll despite lacking otherwise required documentation.

Physical Examination and Immunizations (Board Policy 7:100)
Physical examinations, including proof of immunizations for preventable communicable diseases, as prescribed by the Illinois Department of Public Health and the Illinois State Board of Education, shall be required of all students in the public schools: **1)** when entering kindergarten or grade 1 as well as grade 6; **2)** irrespective of grade, immediately prior to or upon entrance into any public school if that student has not previously been examined in accordance with Section 27-8.1 of the Illinois School Code; or **3)** when deemed necessary by school authorities. See also, Board Policy 7:100.

Students enrolled in the District must submit documentation of compliance with the physical examination and immunization requirements by October 15 of the current school year. A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with an authorized health care provider. Such a student must submit documentation of compliance with the physical examination and immunization requirements within 30 days of the first day of attendance in the District. Students not complying with immunization/physical requirements in the allotted time period will be excluded from school until proof of the vaccinations is properly submitted. The days of non-compliance will be unexcused and subject to disciplinary action for an unexcused absence.

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

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent.
2. Medical grounds, if a physician provides written verification.

A dental examination, as prescribed by Illinois Department of Public Health, is required before May 15 of the current school year for students in kindergarten, 2nd grade, and 6th grade. A student will be excused from this requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to a dentist.

A vision examination, as prescribed by Illinois Department of Public Health, is required prior to October 15 of the current school year for students in kindergarten and for all students entering an Illinois school for the first time. A student will be excused from this requirement if the student's parent(s)/guardian(s) 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.

Exempting a student from the physical examination does not exempt him/her from participating in the physical education program.

Homeless students will be admitted even if the students or their parent/guardian are unable to produce health and immunization records normally required for enrollment. For more information on enrollment and requirements for homeless students, please see Board Policy 6:140, *Education of Homeless Children.*

Parents/guardians should contact the Health Office if assistance is needed to fulfill the Illinois health mandates.

Change of Address/Contact Information

Parents/guardians should notify the school office promptly in writing of any change of address, telephone number, emergency notification information, or email address.

School Fees

Certain school fees will be waived for students who meet the eligibility criteria for the federal free meals program, as described in Board Policy 4:140, *Waiver of Student Fees.* To inquire about or apply for a fee waiver, contact Dr. Jenny Wojcik at 847-362-2021. Student fees for textbooks, workbooks, field trip transportation, and technology are to be paid at the beginning of the school year. An additional replacement fee is charged if book usage results in damage greater than expected due to normal wear. A student who withdraws prior to the end of the first semester will receive a refund of one-half of the total fees. No refunds will be made after the last day of the first semester. Students will be responsible for replacement costs for lost or damaged textbooks, materials, and/or technology.



Withdrawal from the School

Parents/guardians who are withdrawing their children from school should notify the office in writing in advance. School records will be mailed at the request of parents or official records custodian of the school to which the student is transferring. A Student Transfer Form and the student's permanent record, current report card, and any IEP or 504 records will be furnished unless additional student records are expressly requested. The school will forward the unofficial record of the student's grades and not the student's official transcript if the student has unpaid fines or fees.

Consent to Use Photographs or Video Recordings of Students

PICTURES OF UNNAMED STUDENTS. Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the administration. The school may wish to use these pictures without identifying the student, in various publications, including the school yearbook, school newspaper, and school website.

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture or video recording of a student, one of the student's parents/guardians must sign a consent form annually. A parent must complete and sign this form to allow the school to publish and otherwise use photographs and video recordings (this includes the yearbook) of the student enrolled in this school.

PICTURES OF STUDENTS TAKEN BY NON-SCHOOL ENTITIES OR INDIVIDUALS. While the school limits access to the school building by outside photographers during the regular school day, it has no control over news media or other individuals or entities that may publish a picture or video of a named or unnamed student when parents and/or members of the public are invited to attend. School staff members will not, however, identify a student for an outside photographer without parental consent. The District requests that parents be respectful of others' privacy and refrain from posting on the Internet photographs or video recordings of children other than their own son(s) or daughter(s) when the school is open to the public.



DAY TO DAY

Regular daily attendance is encouraged to enhance the learning and growth of each child. Your cooperation in following the attendance procedures is an important part of our home-school partnership.

Daily Schedule

Classes begin at 8:20 a.m. Students in grades K-2 are dismissed at 2:40 p.m. Students in grades 3-8 are dismissed at 3:30 p.m. Students are not allowed in the building prior to 8:00 a.m. or after dismissal without supervision or prior approval by the office.

Absence from School (Board Policy 7:70)

If a child is going to be absent from school, parents/guardians are asked to call the school office – (847.362.2021) – before 9:00 a.m. on the day of the absence to inform the school of the cause of the absence. If the school does not receive a call from a parent within two hours after the start of school, the school will call the home. If the school is unable to reach the family or account for the child's absence, local law enforcement may be contacted.

Student Attendance and Truancy (Board Policy 7:70)

Rondout's educational program is built on the premise that regular attendance is vital to a student's success in school. Regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. Even though written work may be made up, the student who is frequently absent misses class instruction, social interaction, and valuable learning.

Expectations

Rondout expects parents/guardians to make reasonable efforts to ensure the regular attendance of their children and to inform the school of any absences and their causes.

Excessive Absenteeism/Tardiness

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

Valid Causes of Absenteeism (Board Policy 7:70)

Rondout considers the following circumstances to be valid causes for a student's absence:

- Illness (including mental or behavioral health of the student)
- Observance of a religious holiday*
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to the parent/guardian for the safety or mental, emotional or physical health of the student**
- Situations beyond the student's control as determined by the Board of Education
- Attendance at a civic event (1 day absence per year)
- Situations as approved by school/district administration
- Situations as allowed by State law

* *A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Superintendent and/or Building Administrator at least five calendar days before the student's anticipated absence.*

***Parents/guardians are encouraged to bring such concerns to the attention of a school administrator so that appropriate steps can be taken to allow the student to safely attend school.*

Attendance at School Functions

If a student is absent, he/she will not be permitted, without approval by the administration, to attend any school function during the afternoon or evening of the days of non-attendance. A school function is defined as any school-sponsored activity conducted on or off the school premises.

Medical Documentation
Under certain circumstances, the school may require parents/guardians to present medical documentation of physical or emotional conditions causing a student's absence and/or prior to return to school after a medically related absence.

Homework Requests for Multiple Day Absences
For grades K-5, parents/guardians may call the office on the second day of the absence before 10:00 a.m. to request a list of assignments. Assignments for upper school students will be posted for students daily.

Vacations and Homework
- Rondout discourages parents/guardians from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning.
- If a parent wishes to take a child on a vacation during the time school is in session, the parent is required to complete a vacation request form and submit it to the office at least two weeks prior to the vacation time.
- Work assigned during the student's absence will be collected and provided to students upon their return. Students will have one additional day per vacation day to turn in missed work after they return. Classroom activities (such as labs/lectures) will not be recreated. Students who miss tests will need to arrange a test make-up session based upon the teacher's availability.
- Parents are asked to use this vacation-homework option no more than once during the school year. Vacation request forms can be found on the Rondout website at www.rondout.org.

Tardy Procedure
School begins at 8:20 a.m. Students must be in class at this time. Students will be marked tardy if they come to class after 8:20 a.m. Excessive tardiness will result in parental notification and appropriate administrative action.

Truancy (Board Policy 7:70)
Rondout defines a "truant" as a student who is subject to compulsory school attendance and who is absent without a valid cause for more than 1% and less than 5% of the past 180 school days.

Chronic Truancy
A "chronic truant" is a child who is subject to compulsory school attendance and who is absent without valid cause for 5 percent or more of the previous 180 regular attendance days.

Resources and Supportive Services
The following resources and supportive services are available to students (and their parents/guardians) with attendance problems:
- Conferences with school personnel
- Counseling services of school social worker
- Testing by school psychologists and other special education personnel
- Special education assessment and possible placement
- Referral to community agencies for appropriate services

Referral of Chronic Truants
Rondout will refer chronic truants to the Lake County Regional Office of Education in accordance with current procedures established by the Lake County Truant Officer.

Punitive Action
Rondout will take no punitive action—including out-of-school suspensions, expulsions, or court action—against chronic truants for such truancy. However, where the applicable resources and supportive services have been provided (or offered) to the student and parent/guardians and have not been utilized, chronic truants may be subject to non-exclusionary practices, such as in-school suspension or detention.

Permission to Leave School
A parent/guardian or properly authorized adult must check in at the entry door near the school office to pick up and sign out the student prior to leaving school. No student may leave the school grounds without the permission of the office.





SAFETY

Student safety is a critical focus of the school district. This handbook outlines some of the basic procedures and practices in place to ensure that we provide students and staff with a safe and secure environment. The School District has an extensive crisis plan in place which includes strategies, training and protocols for emergency situations. For more information, see Board Policy 4:170, *Safety*.

Emergency School Closing

If inclement weather or other emergency conditions exist, parents/guardians will be notified of the school closing through the district's automated calling system. The school closing will also be broadcast on local radio and television stations. We will attempt to have the information announced by no later than 6:00 a.m. when possible.

On occasion, inclement weather or other emergency conditions make it necessary to close school during the school day in order to safely transport children home. Parents are urged to make arrangements for emergency supervision in case this occurs. When arrangements are made with a neighbor or friend, parents should be sure that the child knows the location of the house, the name of the people, and other necessary information. The automated calling system will also be utilized for these types of early dismissals. The BASE (School Age After School Care) Program will also close if the school closes. In the event parents or their emergency contact cannot be reached, the school will keep the child in school until the regular dismissal time. Parents must then make the necessary arrangements to have their child picked up at school at the regular dismissal time.

Safety and Evacuation

Severe weather and safety evacuation drills are held at various times during the school year. Such drills are necessary for the safety of the students. It is necessary for students to follow the predetermined directions as quickly, quietly, and orderly as possible. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. 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.

Student Welfare Safety Plan

Rondout School District has in place procedures for handling such situations as school emergencies or personal crises. A Crisis Team of teachers, the school nurse, the school social worker or school psychologist, and an administrator will oversee decisions regarding the implementation of the procedures. Incidents which would precipitate the convening of the team might be the serious injury or death of a student, staff member, or other person closely related to Rondout School or an emergency situation involving the school facilities. If a parent learns of a crisis situation involving one of our students, parents, families, staff members, or the facility, please contact the Superintendent, Dr. Jenny Wojcik.

The appropriate public safety agency (police/fire) should be contacted if an immediate building emergency arises.

Student Drug and Alcohol Policy

CURRICULUM/INSTRUCTION. The School District will maintain and annually review age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in grades K-8. These programs will address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

COUNSELING AND REHABILITATION/REENTRY PROGRAMS. The district will work in conjunction with local drug and alcohol prevention agencies to provide the necessary remediation programs. This information will be made available to students and parents.

Gun-Free Schools Policy (Board Policy 7:190)
The Board of Education shall expel from school for a period of not less than one year any student who is determined to have brought a firearm (as defined by the Gun- Free Schools Act of 1994) to school and/or school property. The Board of Education may, upon recommendation of the Superintendent, reduce the period of expulsion on a case-by-case basis where the reduction is warranted by the best interests of the student and the school community.

Asbestos Management
State law requires inspection for asbestos at all schools in Illinois. Rondout School has been certified as being completely free of friable asbestos. The district has developed a detailed asbestos management plan and follows all state and federal guidelines for monitoring and removing all asbestos containing materials. The management plan is available for public inspection at the district office. A licensed asbestos management professional conducts regular checks of the facility every six months with comprehensive updates as required by state and federal statutes.

Offender Community Notification Laws
State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following: Illinois Sex Offender Registry (https://isp.illinois.gov/Sor), Illinois Murderer and Violent offender Against Youth Registry (https://isp.illinois.gov/MVOAY), and Frequently Asked Questions Concerning Sex Offenders (https://isp.illinois.gov/Sor/FAQs).





HOME & SCHOOL CONNECTIONS

Communication is vital to a successful home-school partnership. The following highlights a variety of information helpful in day-to-day activities, services and guidelines.

School/Community Communication
Communication between school and home is of vital importance. To facilitate community awareness of school events and information, the Falcon Flyer is sent home electronically weekly. Important District information is also provided on the Rondout website: www.rondout.org. Parents may also sign up for the Rondout app.

Parent Volunteers
A goal of Rondout School District 72 is to foster and maintain relationships with parents/guardians that encourage a strong link between school and home. The School District believes working together with the PTSA and parent volunteers fosters a positive environment and strengthens the quality of the educational experience. However, parents who are in the building acting in a voluntary capacity have certain responsibilities. Parent volunteers must maintain professional and appropriate communications and interactions with students, parents, and school personnel at all times, and must abide by all Board policies. Parent volunteers must also maintain confidentiality in accordance with state and federal student record laws and Board policy. If a parent overhears a conversation that is private and/or personal in nature, the parent must not discuss this with others. Unless expressly authorized to do so by a District staff member, parent volunteers may not post on the Internet any photographs or video recordings of District students (other than the parent volunteer's child(ren)) taken while the parent was visiting the

building, attending a school related function, or was serving in his or her capacity as a District volunteer or visitor. The School District strongly supports cooperation with the PTSA and parent volunteers.

Unscheduled Parent/Teacher Meetings

Parents/guardians who request immediate meetings with teachers shall meet with a member of the administrative team. In cases where the immediate physical safety or welfare of a student is at stake, a meeting shall be held with an administrator, at which point the information shall be given immediately to the teacher. In all other cases, the administrator shall schedule a brief meeting with the parent to learn of the concerns/ issues and to obtain convenient meeting dates and times from the parent. A meeting time shall then be arranged with the teacher.

The student's presence at meetings during the student school day will be determined by the administration, and if the meeting is conducted outside of the student's attendance day, the student's presence will be determined by mutual agreement. An attempt will be made to provide a meeting place that is conducive to privacy.

Conduct for Meetings

Participants in parent/teacher meetings shall abide by rules of common courtesy. The meeting shall be terminated if any participant cannot discuss the issues in a professional and respectful manner or if any participant creates a hostile, offensive, or abusive environment. Another time, date, and place to continue the meeting may be arranged.

Lunch Program (Board Policy 4:120)

A nutritious hot lunch is available to all students. Lunch is available for purchase and includes salad bar and milk. Lunches can be purchased in blocks of 3 or more by check or online. Students will be allowed to have hot lunch for three days without purchase. After that time, they will receive a limited lunch menu and still be charged for the day. Students who meet the eligibility criteria may receive free or reduced-price lunch (see Board Policy 4:130, *Free and Reduced-Price Food Services*). Information is available at the District Office, 28593 N. Bradley Road, Lake Forest, IL 60045. Forms are available on the District's website www.rondout.org



nutrition

BASE Program

BASE is the fee-based school-age childcare program offered by Rondout District 72. The goal of this program is to provide quality childcare in a stimulating, safe, and challenging environment. BASE is for K-5 students enrolled at Rondout who require after-school care. Enrollment and registration information is available through the school office.

School Pictures

During the first trimester, individual pictures are taken of each student. Class pictures will also be taken at this time. These are available for purchase.

Lockers (Board Policy 7:140)

Lockers are available for all Rondout students. The school lockers remain School District property and are made available to students for their convenience. Lockers and any personal items in them are subject to search by school officials at any time, without notice to or the consent of the student, and without cause or reasonable suspicion. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Intentional damage will be charged to the student responsible. Money and other valuables should not be stored in lockers. Students are encouraged to leave all valuable items at home.

Gym Lockers

Gym lockers may be used by upper school students only. The gym lockers remain School District property and are made available to students for their convenience. Lockers and any personal items in them are subject to search by school officials at any time, without notice to or the consent of the student, and without cause or reasonable suspicion.

Each student is responsible for keeping his/her assigned gym locker clean both inside and outside. Intentional damage will be charged to the student responsible. Money and other valuables are not to be kept in the locker. Money and other valuables must be turned into the office for safekeeping.

Gym Clothing

All students are required to wear gym shoes for P.E. class.



Birthday Celebrations

Birthdays are important milestones in the lives of our students. As a school community, Rondout recognizes student birthdays in several ways. Student birthdays are announced on the daily morning announcements. Summer birthdays are announced at one of the end of the year town meetings. K-5 classrooms also have unique traditions to celebrate birthdays; however, bringing edible treats to school is not an option in order to protect the welfare of all students including those with food allergies. Your child's homeroom teacher will provide you with information regarding the classroom guidelines related to birthday celebrations, which end at grade 5. Classroom based birthday celebrations are not held in grades 6, 7, and 8.

Lost and Found

The best assurance against loss is to mark clothing, shoes, and books with the student's name. The loss of an article of value should be reported to the teacher and the school office. Students who find articles should give them to a teacher or turn them in to the office. Small articles such as jewelry, watches, and keys will be held in the office. Clothing and larger items are stored in the marked lost and found area just outside the office. At the close of each trimester, unclaimed items will be donated to charity.

Programs Outside of Regular School Hours

Parents/guardians are to keep their children with them before, during, and after any school programs held outside normal school hours. No one will be allowed to exit or enter the program while a program is in progress except during appropriate interludes or emergencies. A child who must leave the program must be accompanied by a parent/guardian.

Student Fundraising Guidelines and Procedures

Fundraising on school premises or during any school activity may be engaged in only by school sponsored organizations and parent organizations/booster clubs that are recognized by the Board of Education. Fundraising may occur only if it is approved in advance by the District administration. The District administration reserves the right to deny a fundraising request if it conflicts with instructional activities, involves door-to-door solicitation, jeopardizes student safety, or violates Board policy (including Board Policy 7:325, *Student Fundraising Activities*) or State or federal law.

PTSA–Rondout School Parent, Teacher, Student Association

The PTSA is a volunteer organization open to all parent(s)/ guardian(s), teachers, and students within the Rondout School community. The PTSA works throughout the year to promote positive communication, support a variety of family activities, provide programs that enrich both personal and parenting skills, and raise funds for student/ school projects. General meetings are held from time to time. Parents are notified electronically of meeting dates and times and notices of these meetings are posted on the PTSA website. Everyone is welcome and encouraged to attend. A link to the PTSA website can be found on our website.



INSTRUCTIONAL PROGRAM

Rondout's educational program focuses on academics, life skills and the arts with a rich and robust program across all grades K-8. Rondout's instructional program follows requirements established by the Illinois State Board of Education.

Curriculum (Board Policy 6:60)
Rondout's curriculum reflects the Illinois Learning Standards/Common Core State Standards and is reviewed and renewed on a regular basis. Questions regarding the curriculum may be addressed by the faculty or administration.

Inspection of Instructional Materials (Board Policy 6:260)
Parents/guardians may inspect any instructional materials used in the school. Those materials include textbooks, teacher's manuals, and digital resources. Parents may call the school office at 847.362.2021 to arrange an appointment to view any of these items.

Physical Fitness Assessment (Board Policies 6:50 and 6:60)
Pursuant to School Code requirements, the District will use a scientifically-based, health-related physical fitness assessment for grades 3-8 and periodically report fitness information to the State Board of Education. Fitness tests will be appropriate to the students' developmental levels and physical abilities. They will be used to teach students to assess their fitness levels, set goals for improvement, and monitor progress in reaching their goals. Fitness scores shall not be used for grading students or evaluating teachers.

Extracurricular Activities (Board Policies 6:190 and 7:240)
These activities include after-school and interscholastic sports (grades 5-8) and various clubs. Students participating in extracurricular activities are required to meet academic eligibility requirements and expected standards of behavior. Students may become ineligible for extracurricular activities if a teacher informs the sponsor or coach of the activity that the student has not completed homework, tests, or quizzes and/or has not maintained expected standards of behavior.

Grade Reporting to Parents/Graduation Requirements
Report cards are issued at the end of each trimester. Students must successfully complete the District's course of study to be eligible for graduation. Parents are encouraged to participate in both the beginning of the year and winter conferences. Additionally, parents may contact their child's teacher to schedule a conference at a mutually convenient time throughout the school year.

Field Trips (Board Policy 6:240)

- Field trips are an integral part of the school curriculum and contribute to the District's educational goals.
- All field trips must have the prior approval of the administration. Field trips beyond a 200-mile radius of the school or extending overnight must also have the prior approval of the Board.
- On all field trips, fees may be charged to help defray the transportation costs and/or admission costs.
- Parents/guardians of students are given the opportunity to consent to their child's participation in any field trip and are responsible for all designated entrance fees, food, lodging, or



other costs. The District will cover such costs for students who qualify for free or reduced school lunches. All non-participating students will be provided an alternative experience at school. Refunds will not be provided for students who are absent.

Student Drug and Alcohol Policy

CURRICULUM/INSTRUCTION. The School District will maintain and annually review age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in grades K-8. These programs will address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

COUNSELING AND REHABILITATION/REENTRY PROGRAMS. The district will work in conjunction with local drug and alcohol prevention agencies to provide the necessary remediation programs. This information will be made available to students and parents.

Accelerated Placement Program (Board Policy 6:135)
The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board Policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner. To learn more about the District's APP, contact Dr. Jenny Wojcik, Superintendent at jenny.wojcik@rondoutsd72.org, 847-362-2021 ext. 601.



TRANSPORTATION

Transportation to and from school is available for all Rondout students. Parents may drive their children to and from school. Students may not walk or ride their bicycles to school as all routes to school are not safe for pedestrian or bicycle traffic. For more information, please see Board Policy 4:110, *Transportation*.

Bus Transportation

Free transportation is provided for all students living in District 72 and attending Rondout School. The school reserves the right to deny the use of the bus to students whose conduct is disruptive or inappropriate, in accordance with the bus suspension procedures described later in this document. Students may not get off the bus at a stop other than his/her own. Rondout buses are equipped with video cameras to monitor student behavior with both audio and video recordings.



STUDENT SUPPORT SERVICES

Student support services are in place to address the needs of all learners. Personalized instruction is the hallmark of our educational program.

Health Services
No child shall be allowed to go home without a parent or other responsible person to take charge of the child. Children must stay home when ill and should not return to school until they have been fever-free for 24 hours. The telephone number of a person who can be contacted, other than parents, in case of illness or accident should be provided to the school.

Student Services
Rondout School District 72 provides a continuum of services for students identified with special needs. Students are identified as eligible for special education services through a case study process which may result in the development of an individualized education program (IEP). In-district specialists including resource teachers, a speech and language therapist, an occupational therapist, a psychologist, a social worker, and a school nurse, provide these services. Other specialized services are provided by staff from SEDOL (Special Education District of Lake County) or professionals contracted by the School District. Parents, teachers, and administrators meet regularly to review student progress, identify individual student needs, and monitor the implementation of students' IEPs. Access to early intervention for children from birth to age 3 (0-3) is provided according to federal guidelines. Students may also receive support and services through the development of a 504 plan or individual health plan as applicable. Additional information may be obtained by contacting the Superintendent.

PUNS is a database of Illinois children, adolescents, and adults with developmental disabilities who want or need developmental disability services. The PUNS database helps the Division of Developmental Disabilities identify and plan for services. Our district provides guidance to families on PUNS and the registration process for PUNS. For support or questions please contact Dr. Jenny T. Wojcik at jenny.wojcik@rondoutsd72.org.

Preschool Screening
Early-intervention services are available for children ages 0-5 who have been determined eligible for services. Parents/guardians of pre-school children ages 3-5 are encouraged to participate in preschool screening annually until their child enters school. Screening dates are advertised on Rondout's website and in the Falcon Flyer. Children must be 3 years of age to participate. Screening for infants and toddlers from ages 0-3 is also available. For students ages 0-3, the District will make a referral to an approved early intervention provider.

Education of Homeless Children (Board Policy 6:140)
Each child who is homeless, as defined by the McKinney-Vento Homeless Assistance Act and Illinois law, has equal access to the same free, appropriate public education as provided to other children. A homeless child may attend school in the District if the child attended school in the District when the child last had a permanent residence, or if the child currently lives within the District's boundaries.

All inquiries for assistance should be directed to the District's Liaison for Homeless Children, Dr. Jenny Wojcik, Superintendent 847.362.2021 extension 601.





MEDICAL & WELLNESS

Maintaining student wellness provides our students with a healthy learning environment. Medical protocols in place are governed by the Illinois State Board of Education (ISBE) and other regulatory agencies such as Illinois Department of Public Health (IDPH). These guidelines must be followed, and the school district must maintain compliance in the reporting of required health data. Please familiarize yourself with these expectations.

Physical Examination and Immunizations (Board Policy 7:100) Physical examinations, including proof of immunizations, as prescribed by the Illinois Department of Public Health and the Illinois State Board of Education, shall be required of all students in the public schools: **1)** when entering kindergarten or grade 1 as well as grade 6; **2)** irrespective of grade, immediately prior to or upon entrance into any public school if that student has not previously been examined in accordance with Section 27-8.1 of the Illinois School Code; or **3)** when deemed necessary by school authorities.

Students enrolled in the District must submit documentation of compliance with the physical examination and immunization requirements by October 15 of the current school year. A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with an authorized health care provider. Such a student must submit documentation of compliance with the physical examination and immunization requirements within 30 days of the first day of attendance in the District. Students not complying with immunization/physical requirements in the allotted time period will be excluded from school until proof of the vaccinations is properly submitted. The days of non-compliance will be unexcused and subject to disciplinary action for an unexcused absence.

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

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent.
2. Medical grounds, if a physician provides written verification.

A dental examination, as prescribed by Illinois Department of Public Health, is required before May 15 of the current school year for students in kindergarten, 2nd grade, and 6th grade. A student will be excused from this requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to a dentist.

A vision examination, as prescribed by Illinois Department of Public Health, is required prior to October 15 of the current school year for students in kindergarten and for all students entering an Illinois school for the first time. A student will be excused from this requirement if the student's parent(s)/guardian(s) 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.

Exempting a student from the physical examination does not exempt him/her from participating in the physical education program.

Homeless students will be admitted even if the students or their parent/guardian are unable to produce health and immunization records normally required for enrollment.

Parents/guardians should contact the Health Office if assistance is needed to fulfill the Illinois health mandates.

Sports Physicals (Board Policy 7:300)
In order to participate in extra-curricular athletic activities, students must submit documentation of a physical examination conducted by a licensed physician, accompanied by a written statement signed by the licensed physician, that the student's health status allows for active athletic participation. Such documentation is valid for only 395 days and must be received by the school prior to the student's participation in any extra-curricular athletic activities.



Food Allergies

Rondout approaches the issue of food allergies with rigorous guidelines designed to address the safety needs of students who have life-threatening food allergies. Rondout is peanut/nut free in classrooms and common areas outside the lunchroom. A peanut/nut free "zone" has been created in our lunchroom that includes designated peanut/nut free lunch tables including specialized cleaning protocols for these tables. Students with peanut/nut allergies typically use these tables. Other students are invited to join them provided all lunches are peanut/nut free. The school kitchen is also peanut/nut free. Specialized health or Section 504 plans for children who have food and or environmental allergies are also developed when necessary.

Students are not to share food or exchange foods with others at lunch or in other areas of the building or on the bus. Eating is not allowed on the bus. Please encourage your children to wash their hands prior to arriving at school if they have consumed peanut butter/peanuts or nuts at home as the residue and oils can continue to present a hazard if spread onto shared surfaces. All staff are trained annually in the use of Epi-Pens and the health office also maintains a undesignated Epi-Pen to be utilized in an emergency during regular school hours.

Healthy Food Choices/Lunch/Classroom Snacks and Food-Based Activities

Student lunches and snack items may be sent in reusable containers. Bottled water is freely available to students upon request. Classrooms and common areas must remain peanut/nut free to maintain the safety and well-being of all students. Foods made with peanuts or nuts and those manufactured in plants that process peanuts or nuts are not allowed in classrooms. In order to support healthy snack choices, K-5 students who bring snacks to be consumed in the classroom are limited to approved options: yogurt, cheese, fruits and vegetables (without dipping sauces), raisins or dried fruits (no trail mixes with nuts), peeled hard boiled eggs, and applesauce. Students may also bring disposable water bottles. Snacks that do not conform to the approved snack list will be sent home or consumed during the lunch break but will not be allowed during classroom snack time. If you have a question about a particular food or snack item, the school nurse or your child's classroom teacher will be happy to provide additional guidance.

Food-based activities will also be limited to peanut/nut-free ingredients to ensure the safety of our students. Room parents must also follow these guidelines when planning for classroom parties and festivities.



Medication (Board Policy 7:270)

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS. Before any medication can be given or taken at school a School Medication Authorization Form must be completed and signed by the prescribing physician and the parent/guardian; this includes prescription and over-the-counter medications (Tylenol, Advil, Tums, Midol, cough drops, cold medications, etc.). The order shall be renewed annually. The student's physician shall provide a written order detailing:

- Name of student
- Type of disease or illness involved
- Name of the medication
- Dosage
- Time interval in which the medication is to be taken
- Necessity for the medication during the day
- Desired benefits of the medication
- Common or likely side effects
- Emergency number where the physician can be reached.

The School Medication Authorization Form and any relevant additional information from the physician and the parent/guardian will be placed in the student's health file. Changes in medication will be made only upon the written order of a physician and written request of the parent. Medication must be brought to the school in its original closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy must be indicated on the container. The dosage and discontinuation date must be indicated on the container. Each prescription turned into the health office must be counted by the school nurse and parent or school administrator. The total number of pills must be recorded.

All medication is to be transported to and from school by a parent/guardian or other responsible adult. Students are not to transport or have medications in their possession except for medication they are authorized to self-administer by a qualifying health plan. The school provides a secure space for safe storage of all medications; this space is accessible to authorized personnel only. Except for diabetes medication, epinephrine auto-injectors, asthma inhalers or other medication a student is authorized to self-carry by a qualifying health plan, all student prescription and over-the-counter medications must remain in the nurse's office during school hours.

The school nurse maintains a written record of all administration of medication. This record includes the following information:

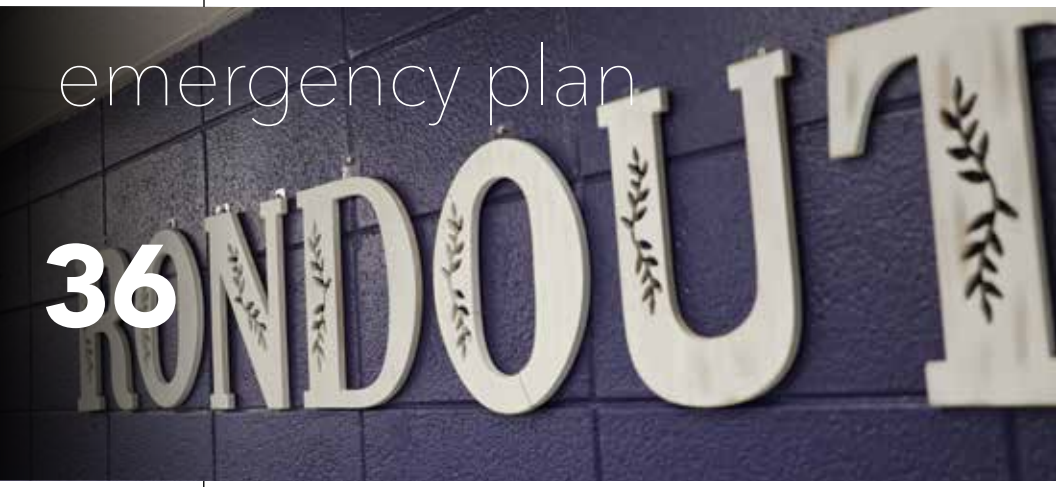
- What medication was given
- To whom it was given
- When it was given (date and time)
- Dosage given
- Who dispensed the medication
- Date of initiation of drug therapy in school
- Any absenteeism
- If and when a medication was not dispensed or terminated and the reason why
- Date of discontinuance.

This information is placed in the student's health file along with the School Medication Authorization Form. The parent/guardian is responsible for picking up extra medication at the end of a treatment and/or school year. Medicine left at the end of the school year will be discarded.

No medications will be given by school personnel unless these guidelines are followed. Nothing in the policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The School District retains discretion to reject requests for administration of medication subject to the requirements of state and federal law.



SELF-ADMINISTRATION OF MEDICATION. A student may possess and self-administer diabetes medication, an EpiPen, medication prescribed for asthma for immediate use at the student's discretion, or other medication as provided for in a qualifying plan and provided the student's parent/guardian has completed and signed School Medication Authorization Form. Qualifying plans include an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, a 504 plan, and an IEP, as well as a Diabetes Care Plan. This authorization must be renewed annually. Parents/guardians are strongly encouraged to provide back-up medication to be kept in the health office.



The District shall not incur liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents against any claims, except based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

No medications will be given by school personnel unless these guidelines are followed. The School District retains discretion to reject requests for administration of medication subject to the requirements of state and federal law.

School District Supply of Undesignated Epinephrine Injectors

The District maintains a supply of undesignated epinephrine autoinjectors in the name of the District for use in an emergency, pursuant to a standing protocol issued by a licensed physician, physician assistant, or advanced practice registered nurse. A school nurse or trained personnel may administer an undesignated epinephrine autoinjector to a person when they, in good faith, believe a person is having an anaphylactic reaction in school, at a school-sponsored activity, under the supervision of school personnel, before or after normal school activities, or while being transported by school transportation. This provision is void whenever the Superintendent is unable to obtain a prescription for undesignated epinephrine autoinjectors or fill such a prescription. Upon any administration of an undesignated epinephrine autoinjector, the Superintendent will ensure all notifications required by State law occur. No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine autoinjector. This policy does not guarantee the availability of an epinephrine autoinjector; students and their parents/guardians should consult their own physician regarding this medication.

Medical Emergency Procedures

Although every emergency situation is different, standard first aid practices will be administered in a medical emergency and reasonable care and caution in handling the individual will be exercised. Written orders from parent(s)/guardian(s) to forego life-sustaining treatment for their child must be signed by the child's physician and given to the Principal or Superintendent. Whenever such an order is received, the Superintendent will convene a multi-disciplinary team that includes the parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent. The team will determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

When a student is seriously injured or severely ill, the following procedure will be implemented:

1. First aid will be given immediately.
2. Paramedics will be called at once.
3. The child's parents/guardian will be contacted. They will be informed of the nature of the problem and where the paramedics are taking the student for treatment. If the parents have a written order on file to forego life-sustaining treatment, every effort

will be made to comply with the alternative provision determined by the multi-disciplinary team if the parents cannot be contacted.

4. A staff member will accompany the injured or ill student to the hospital if parents or relatives do not get to school before the paramedics leave. Parents/guardians will meet student at the hospital.

If a student has an Individual Health Plan, Asthma Action Plan, Seizure Action Plan, Diabetes Care Plan, or Allergy Emergency Action Plan, the procedures specified in the plan will be followed.

Suicide and Depression Awareness and Prevention Policy (Board Policy 7:290)
Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

The District provides a safe, caring, responsive, and participatory school climate. It promotes social, emotional, behavioral, and academic competencies. It recognizes the importance of parent engagement and early intervention when students need additional mental health supports. Student and parent resources on suicide and depression awareness and prevention, including the school district's policy (Board Policy 7:290, *Suicide and Depression Awareness and Prevention Policy*), are posted on Rondout's website and can be obtained from the school office. National Suicide Prevention Lifeline: 1.800.273.8255; Crisis Text Line: Text HOME to 741741 to connect with a Crisis Counselor; Safe2Help Illinois Helpline: 1.844.472.3345.





BEHAVIORAL EXPECTATIONS

The Rondout Way: *Respect, Responsibility, Honesty and Kindness Throughout Our Day…* is the foundation for supporting positive behaviors within our connected and responsive school community preparing students for life success. Please take time to review these expectations with your children. Understanding the system of consequences and how privacy issues related to behavioral matters impact every child is highlighted in this section.

Biennial Review
The school district shall conduct a biennial review of its discipline program to:

- Determine its effectiveness and implement changes to the program if they are needed; and,
- Ensure that the disciplinary standards are consistently enforced.

Mobile Phones and Smart Phones
Rondout prohibits the use of any mobile phones and smart phones by any student while the student is in any school building or on any school property, during regular school hours. Exceptions to the above rule may be made by the administration with the approval of the Board of Education.

If any pupil violates this prohibition, the teacher or administration may confiscate the device and the student will be allowed to get it back at the end of the day. The administration will impose appropriate discipline after affording the student his/her due process rights. Repeated violations may result in additional discipline including suspension or expulsion from school.

School District Policies and Guidelines (Board Policy 7:180)

POLICY ON PREVENTING BULLYING, CYBER-BULLYING, INTIMIDATION, AND HARASSMENT. Bullying is NOT acceptable in any form and is strictly prohibited. Bullying is contrary to Illinois law and the policy of this District. Bullying, cyber-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 is an important District goal.

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

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

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



Any student who engages in bullying may be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions, including but not limited to restorative measures. Each incident of bullying will be evaluated on a case-by-case basis. The District's Handbook for Parents and Students containing the Policy on Preventing Bullying, Cyber-Bullying, Intimidation, and Harassment is available electronically on the District website at www.rondout.org.

BULLYING DEFINED. For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, posting or distributing unauthorized digital replica by electronic means, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

The District will not tolerate harassing, intimidating conduct or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. The terms "intimidating," "hostile" and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.

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

For purposes of School District policy, "bullying" (which includes cyber-bullying) may include, but is not limited to:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; harassment; threats; intimidation; theft; public humiliation; retaliation for asserting or alleging an act of bullying; stalking; sexual assault; and destruction or damage to property of another. 105 ILCS 5/27-23.7(b).
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- Verbal threats made to another, blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation;



- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.
- Cyber-bullying includes bullying "through the transmission 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 a school district or school if the bullying causes a substantial disruption to the education process or orderly operation of a school. (105 ILCS 5/27-23.7(a)(4))
- Posting or distributing an unauthorized digital replica by electronic means if the posting creates any effects enumerated in the bullying definition.

The examples listed above are meant to be illustrative and are not exhaustive of conduct that may or may not be considered "Bullying."

For purposes of this policy, "restorative measures" means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The District's bullying prevention and response plan, which advances the District's goal of providing all students with a safe learning environment free of bullying and harassment, is contained within Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b)1-12.

1. The District uses the definition of bullying as provided in Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District's Complaint Manager is available for help with a bully or to make a report about bullying. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

This report shall then be submitted to the Complaint Manager, who shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and, if so, conduct or cause to be conducted a thorough investigation of the alleged incident in a timely manner. The Complaint Manager or designee will provide the target with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying within 24 hours after the school's administration is made aware of the students' involvement in the incident by making diligent efforts, utilizing all contact information the school has available and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty

11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

a. The frequency of victimization;

b. Student, staff, and family observations of safety at a school;

c. Identification of areas of a school where bullying occurs;

d. The types of bullying utilized; and

e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or

3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

12. Individual instances of bullying, as well as threats, suggestions, or instances of self-harm determined to be the result of bullying, shall be reported to the student's parents or legal guardians as identified in paragraph 4 above.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

Nondiscrimination Coordinator:

Dr. Jenny T. Wojcik
28593 N. Bradley Road
Lake Forest, IL 60045
847.362.2021, ext. 601

Complaint Manager:

Jenny T. Wojcik
28593 N Bradley Road
Lake Forest, IL 60045
jenny.wojcik@rondoutsd72.org
847.362.2021 ext. 601

Elizabeth Davis
28593 N Bradley Road
Lake Forest, IL 60045
elizabeth.davis@rondoutsd72.org
847.362.2021 ext. 643



Bullying Prevention

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:

a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.

d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.

e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.

f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic that is identified in this policy. Those characteristics are also identified in the second paragraph of 7:180, Preventing Bullying, Intimidation, and Harassment

g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.

h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

7:310, *Restrictions on Publications;* Elementary Schools. These policies prohibit students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and

(2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action,

(3) protecting students against retaliation for reporting bullying;

(4) providing appropriate consequences and remedial actions or a person who engages in reprisal or retaliation; and (5) providing appropriate consequences and remedial actions for a person who falsely accuses another of bullying as a means of retaliation or as a means of bullying.

2. Examines the appropriate steps to understand, eliminate, and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

3. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.

b. Providing a copy of the policy annually to school personnel, including new employees.

c. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

d. Where appropriate in the staff development program, providing strategies and interventions to staff members to effectively prevent bullying and hostile environments and their effects, and intervene when either occur.

e. Establishing a process for staff members to fulfill their obligation |to report alleged acts of bullying.



4. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
5. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/ guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
6. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
7. Annually communicates this policy to students and their parents/ guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form. The policy shall be posted on the website; posted where other policies, rules, and standards of conduct are posted in the schools; and shall be periodically provided throughout the school year to students and faculty.
8. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
9. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Ill. Constitution.

Acceptable Use Policy (Board Policy 6:235)

ACCESS TO ELECTRONIC NETWORKS AND DISTRICT TECHNOLOGY.

Upon enrollment and at the start of each school year, students and their parents/ guardians must complete the District's Electronic Network User's Agreement (Rondout School District #72 Acceptable Use of the District's Electronic Networks 2022-2023) and return it to the school office in order to access school and District technology.

Upper-school students are responsible for the safe care and acceptable use of their District-issued laptop and may be held responsible for replacement costs for lost or damaged electronic equipment, such as laptops and/or calculators. They must furnish their own headphones and flash drive.

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

Right to Privacy in the School Setting (Board Policy 7:140)

STUDENT'S PERSONAL PROPERTY.

School authorities may search a student and/or the student's personal property including but not limited to purse, wallet, backpack, book bag, draw string book bag, and lunch box, when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the District's student conduct rules. The search must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certified employee or police officer assigned as a school resource officer or liaison to the school of the same sex as the student.

School Property (Board Policy 7:140)
School property, including but not limited to desks, lockers, and parking lots, is owned and controlled by the district and the district may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections of school property (searches of all student lockers, desks, or parking lots) as a means of protecting the health, safety, or welfare of the District and its employees and students, without notice to or consent of the student and without a search warrant. School authorities may search a student's personal property left behind on such school property.

Seizure of Property (Board Policy 7:140)
If a search conducted in accordance with this policy produces evidence that the student has violated or is violating the law or the district's rules, such evidence may be seized and impounded by school authorities and disciplinary actions may be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

Social Media (Board Policy 7:140)
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 (e.g. Facebook, Twitter, Instagram, etc.) 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. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website.



Student Discipline Policy
In conjunction with Board Policy 7.190, *Student Conduct*, the Rondout Code of Conduct provides the framework of behavioral expectations for students attending Rondout School and for all groups and/or agencies using the school facility.

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

The Code of Conduct identifies the four cornerstone behaviors—Respect, Responsibility, Honesty and Kindness—along with related rules and examples of practice. All students are expected to practice these cornerstone behaviors with the support of teachers, parents/guardians, and administrators. Failure to uphold the Code of Conduct may result in consequences including but not limited to suspension or expulsion. A student's misconduct will also be addressed through appropriate behavioral interventions. The District will exhaust other appropriate and available means of intervention before expelling students or suspending them out of school. Support for the Code of Conduct is expected by parents and students.

The Rondout Code of Conduct applies whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of school grounds, during, or after school hours or at any time.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, on or off campus if the conduct does or may be reasonably forecasted to interfere with, disrupt, or adversely affect 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.

Goals of Rondout's Discipline Plan

- To maintain a positive climate in the learning community that supports teaching and learning.
- To increase students' effective time on task by minimizing distracting and disruptive behavior.
- To increase students' positive self-concept, self-discipline, and respect toward self, other students, teachers, and staff members.
- To advise students of the reasons for any consequence and provide an opportunity to share their input concerning the situation.
- To involve parents/guardians in the discipline process as key individuals in their child's life.
- To provide clear expectations of appropriate and inappropriate behaviors and consequences of misbehavior.
- To teach responsibility for one's actions and values to self in the school community.

Rondout Code of Conduct

Support for the Code of Conduct is expected, and parents and students are asked to acknowledge their commitment in writing on the Acknowledgment of Receipt and Review of Code of Conduct form.

The Rondout Codes of Conduct are as follows:



Respect

RULES:	EXPECTED PRACTICES INCLUDE:
1. Show respect for school property.	a. Lockers will be maintained properly. b. School equipment will be used as directed. c. Physical environment will not be defaced. d. Destruction of school property and false fire alarms are prohibited.
2. Show respect for all adults.	a. Student actions with fellow adults will reflect courtesy and civility. b. Students will follow adult instructions/directions. c. Insubordination, verbal abuse, and assault are not acceptable.
3. Show respect for fellow students.	a. Students will keep hands, feet, and objects to themselves and respect the personal space of others. b. Student interactions with fellow students will reflect courtesy and civility. c. Students will use appropriate language. d. Students will request permission to use one another's possessions. e. Physical and verbal abuse, fighting, harassment, bullying, threats, or intimidation are not acceptable.
4. Show respect for yourself.	a. Students will dress appropriately for all school related/sponsored functions. Student dress or appearance must not contribute to the disruption of the educational process. b. Students will not inappropriately display physical affection. c. Students must not use, possess, distribute, sell or otherwise be under the influence of drugs, alcohol, or tobacco. The use, possession, distribution, sale, or being under the influence of prescription or over the counter medications or other substances and possession of drug-related paraphernalia is not allowed. d. Students must not use, possess, sell, or distribute weapons look-alike weapons or explosive flammable materials.

Responsibility

RULES:	EXPECTED PRACTICES INCLUDE:
1. Attend school and participate as expected.	a. Students will come to school and all classes on time. b. Students will participate in an appropriate manner. c. Students will use technology, calculators, and other electronic equipment only as directed.
2. Accept rules and respect authority.	a. Students will follow the rules of each classroom and all common areas while in school and during school-related activities both on-site and off-site. b. Students will follow directions as given. c. Students will refrain from consuming food and candy in class without teacher approval.
3. Accept responsibility for your own learning.	a. Students will come to class with all homework completed. b. Students will come to school with all necessary supplies.
4. Be responsible for your safety and that of others.	a. Students will report unsafe situations to an adult immediately. b. Students will not engage in any behavior that endangers their safety and/or the safety of others. c. Student must not use, possess, distribute, sell or otherwise be under the influence of alcohol, tobacco, or drugs. Use, possession, distribution, sale, or being under the influence of prescription or over the counter medications or other substances and possession of drug-related paraphernalia is not allowed. d. Students must not use, possess, sell, or distribute weapons, look-alike weapons or explosive/flammable materials.
5. Accept responsibility for behavior and consequences received.	a. Students will accept responsibility for failure to meet the school's behavioral expectations and the resulting consequences.



Honesty

RULES:	EXPECTED PRACTICES INCLUDE:
1. Tell the truth.	a. Students will tell the whole truth, with no omissions. b. Students will not deny guilt when guilty. c. Students will not deny others the right to tell the truth.
2. Do not steal.	a. Students will ask permission before borrowing materials. b. Students will return borrowed materials. c. All forms of stealing are prohibited.
3. Do not cheat.	a. Students will not discuss test/quiz questions and answers with someone who has not taken the test/quiz. b. Students will not take or give answers on homework. c. Students will not plagiarize or represent others' work as their own. d. Students will not cheat on tests or quizzes.
4. Promote honesty in others.	a. Students are expected to report violations of the Code of Conduct to an adult.

Kindness

RULES:	EXPECTED PRACTICES INCLUDE:
1. Be courteous, helpful, and cooperative.	a. Students will treat others with respect, civility, and courtesy. b. If students are going to share, share equitably, for example, school supplies and information. c. Students will not take advantage of others, for example, by bullying, teasing, and harassing.
2. Support others with positive words and actions.	a. Students will be inclusive in their school interactions. b. Students will encourage others to do their personal best. c. Students will voice legitimate praise for jobs well done, d. Students will not name call, mock, or laugh maliciously at others.
3. Accept both success and disappointment.	a. Students will practice good sportsmanship. b. Students will share success without putting others down. c. Students will respond to disappointment appropriately by controlling their anger.



Disruptive Dress or Grooming (Board Policy 7:160)
Student dress should not be disruptive to the school environment and grooming must meet reasonable standards of health, cleanliness, safety, and standards of the community. This dress code does not apply to hairstyles or hair texture, including hairstyles historically associated with race or ethnicity. Students will be expected to change out of any attire that violates the Rondout Code of Conduct. Acceptable alternatives will be made available to students. Any student who refuses to comply or repeatedly violates this rule will be subject to additional discipline. No clothing with inappropriate advertisements or text, pictures, or themes that contribute to the disruption of the educational process will be allowed, including, but not limited to, alcohol, tobacco, drugs, firearms, or gang related insignias/clothing. Students may not wear clothing that, in the opinion of school administration, may depict or imply hatred or prejudice against a protected class. A student whose parents or legal guardians object on religious grounds to the student's compliance with Rondout's dress code policy shall not be required to comply with the policy if the student's parents or legal guardians present to the school board a signed statement of objection detailing the grounds for the objection.

Rules of Conduct (Board Policy 7:190)
The following are defined as gross disobedience or misconduct (please note that this list not exhaustive):

- General misconduct (such as running in halls, throwing food, fighting, roughhousing on the playground, disorderly conduct, tardiness to class, etc.)
- Using, possessing, distributing, purchasing, selling or being under the influence of alcohol, tobacco, electronic cigarettes, any illegal drug, drug paraphernalia, controlled substance, cannabis, or any prescription drug when not prescribed for the student or when used in a manner inconsistent with the prescription or prescribing physician's instructions. This includes marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
- Using, possessing, distributing, purchasing, or selling any inhalant, regardless of whether it contains an illegal or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the

brain or nervous system. This prohibition does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- Using, possessing, distributing, purchasing, or selling any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including pure caffeine in tablet or powdered form.
- Using, possessing, distributing, purchasing or selling any look-alike or counterfeit drug, including a substance not containing any illegal drug or controlled substance but one that a student believes to be, or represents to be, an illegal drug or controlled substance, or about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Using, possessing, controlling or transferring a weapon, firearms, ammunition, stun guns, tasers or other dangerous weapons or instruments, explosives, firecrackers, or any component of a weapon or look-alike weapon is prohibited on school buses, in school buildings, at school-sponsored functions or on school grounds. A weapon is defined as (1) any gun, rifle or shotgun; (2) any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, brass knuckles and billy clubs; (3) look-alikes of any weapon defined above. Squirt or other toy guns are not permitted at school; nor are pocket knives or other toy or utility knives; or (4) any other weapon mentioned in Board Policy 7:190.
- Stealing or attempting to steal or damaging or attempting to cause damage to school property or another person's personal property. (Students will be required to pay for, or work off, the cost of replacing/restoring that which has been destroyed or damaged.)



- Disobeying rules of student conduct or directives from staff members or school officials (such as refusing a District staff member's request to stop, present school identification, or submit to a search).
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Use of profanity, vulgarity or indecent gestures towards school employees or fellow students.
- Academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- Using, possessing, controlling, or transferring fireworks, matches, lighters or other combustibles.
- Use of personal electronic devices or cell phones during class, at lunch, in the hallways, or on the bus is prohibited unless the supervising teacher grants permission, use of the device is provided in the student's IEP, or it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing an electronic paging device; using a cell phone, video recording device, other electronic device or wearable electronic technology capable of capturing audio, video, or images (e.g. smart watches or smart glasses) in any manner that disrupts the educational environment or violates the rights of others, including but not limited to taking photographs in locker rooms or bathrooms, cheating, or sexting.
- Being involved in gangs or gang-related activities, including displaying gang signals or paraphernalia. A "gang" means any ongoing 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 act or acts in violation of school rules, which has an identifiable name or identifying 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. Gang activity includes, but is not limited to, any act in furtherance of a gang and/or possession or use of gang symbols, such as drawings, hand signs, or attire.

- Abuse of Internet privileges or inappropriate and/or unauthorized use of the District's electronic network.
- Being absent without a recognized excuse.
- Violating any criminal law, such as assault, battery, arson, theft, gambling, hazing, and sexting.
- Hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a school employee or student, including any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, humiliation, theft or destruction of property, retaliation, teen dating violence, bullying, cyber-bullying, or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
- Teen dating violence.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if that Internet website was accessible within the school at the time the threat was made or was available to third parties who worked or studied at the school when the threat was made, and the threat could reasonably be interpreted as threatening to the safety and security of the threatened individual because of his or her relationship to the school.
- Operating an Unmanned Aircraft System or drone on school grounds or at any school event unless granted permission by the Superintendent or designee.
- Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff or school property; or (b) interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

The following conduct is also prohibited:

- General misconduct (such as running in halls, throwing food, fighting, roughhousing on the playground, disorderly conduct, tardiness to class, etc.)
- Use of profanity, vulgarity or indecent gestures towards school employees or fellow students.
- Projectile throwing. (This includes the throwing of any projectiles such as rocks, balls, snowballs, etc. at another student, faculty members, or the school building itself.)
- Disruptive dress or grooming. Each student is expected to present an appearance that does not disrupt or interfere with the educational environment. Grooming that is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. This does not apply to hairstyles or hair textures that are historically associated with race.
- Use of mini-bikes, scooters, snowmobiles, or any motorized vehicles on school property.
- Tackling or Karate-type games of any type.



Mandatory Compliance

Compliance with the Code of Conduct is mandatory. At the beginning of each school year all parents and students will be given information about the Code of Conduct and the statement of disciplinary standards and be required to acknowledge receipt of the Parent Handbook and Code of Conduct.

DISCIPLINARY PROCEDURES

Discipline Consequences (Board Policies 7:190, 7:200, and 7:210)
Student discipline for reasons of misconduct will be based upon the determination of the teacher and the administration in light of the student's actions and academic and behavioral history.
A student's misconduct will be addressed through behavioral interventions, where appropriate. To the greatest extent practicable, school officials shall limit the number and duration of expulsions and out-of-school suspensions and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using expulsions or out-of-school suspensions. In conjunction with appropriate interventions, consequences include but are not limited to parent/guardian notification; disciplinary conference; withholding of privileges; return of property or restitution for lost, stolen, or damaged property; after-school study or Saturday study, community service, seizure of contraband, and the following:

TEMPORARY REMOVAL FROM THE CLASSROOM. Teachers may temporarily remove students from the classroom for disruptive behavior and refer such students to the main office to meet with an administrator.

IN SCHOOL SUSPENSION. In-school suspension is a consequence involving isolation from classmates during the regular school day with regular work assignments under the supervision of licensed school personnel for equivalent academic credit. Reasons for in-school suspension may include, but are not limited to, disruptive classroom behavior, use of profanity, insubordination, or physical aggression. Before a student is assigned to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges. Parents/guardians shall be notified and may attend a conference at the end of the suspension.

OUT OF SCHOOL SUSPENSION. Any out-of-school suspension for gross disobedience or misconduct shall be assigned by the building administration or the Superintendent. Except in an emergency, before an out-of-school suspension is given, the student will meet with an administrator, be advised of the charges against him/her, and be given an opportunity to respond to these charges. Out of School suspension may be warranted when a student's continuing presence on campus poses a threat to school safety or a disruption to other students' learning opportunities or the operation of the school, such as fighting, possession of alcohol or tobacco, or engaging in bullying. Following the procedures in Board Policy 7:200, *Suspension Procedures*, any suspension shall be reported immediately to the parents/guardian of the student, along with a written statement of the reasons for such suspension and a notice of their right to a review. A copy shall be given to the Board of Education. If a review is requested by the parents, they may appear for a hearing before the Board or its hearing officer. After the hearing, the Board may take such action as it finds appropriate. Each out of school suspension will be evaluated on a case-by-case basis.

EXPULSION FROM SCHOOL. An expulsion shall be by the Board of Education for gross disobedience or misconduct and takes place only after the parents/guardians have been requested to appear at a hearing before the Board or its hearing officer to discuss their child's behavior following the procedures of Board Policy 7:210 *Expulsion Procedures*. Expulsion may be warranted when a student's continuing presence on campus poses a threat to the safety of other students, staff, or the school community, or substantially disrupt, impede, or interfere with the operation of the school, such as possession of a weapon, assault of a staff member, or distributing an illegal drug.



Parents shall be informed of the reasons for the expulsion recommendation and the date on which the proposed expulsion is recommended to become effective. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the hearing, and the Board may take such action as it finds appropriate. Each expulsion will be evaluated on a case-by-case basis.

CRIMINAL PROSECUTION RECORD. The Administration may make a referral for criminal prosecution where circumstances warrant such a referral.

CORPORAL PUNISHMENT. Corporal punishment is not used as a form of discipline in Rondout School.

DENIED PARTICIPATION IN SCHOOL SPONSORED ACTIVITY. The Administration reserves the right to deny participation in any on or off campus school sponsored activity if a student's behavior has been inappropriate at school or in activities related to the school.

RE-ENGAGEMENT OF RETURNING STUDENTS. Re-engaging students returning from out-of-school suspensions, expulsions, or alternative school placements is essential to fostering a supportive and restorative school community. The goal of reentry and re-engagement is to support and empower students to thrive academically, socially, and emotionally, particularly after a suspension. This process may include opportunities for students to complete or make up assignments and offer a range of supportive measures, including school-based interventions such as restorative practices, inclusionary discipline strategies, or individualized safety and/or support plans ensuring each student receives the guidance and resources needed to succeed upon their return.

Discipline for Students with Disabilities (Board Policy 7:230) Students with disabilities (special education eligible, Section 504 qualified students or students in the referral process) are subject to disciplinary procedures. The District shall comply with state and federal laws and regulations, as well as Board Policy 7:230, Students with Disabilities, when disciplining special education students. Students who have qualified for special education services shall be disciplined in accordance with the requirements set forth by the Individuals with Disabilities Education Act (IDEA), as amended, in order to guarantee access to a free and appropriate public education (FAPE).

EXPULSION FROM SCHOOL. A student with disabilities shall not be expelled from school for conduct that is determined to be a manifestation of the student's disability. Before expulsion of a student with disabilities, a manifestation determination review meeting shall be held with the student's Individualized Education Plan (IEP) team or Section 504 team to address whether the student's misconduct was a result of the student's disability, whether the student's placement is appropriate and such other matters as required by law.

SUSPENSION. A student with disabilities may be suspended for up to ten (10) school days for disobedience or misconduct regardless of whether the misconduct is or is not a result of the student's disability. The same suspension procedures applicable to students without disabilities shall be followed.

If a student is recommended for suspension for more than the ten (10) school days in any school term, an IEP team meeting shall be convened consistent with IDEA, the Illinois School Code and their implementing regulations.

OTHER DISCIPLINE OUT OF SCHOOL. In certain situations, to the extent applicable, a student's Behavior Intervention Plan or relevant portions of the IEP will be implemented in lieu of or in concert with the Code of Conduct to ensure equitable and appropriate interventions and consequences in light of individualized student needs.

Bus Behavior Rules

The Rules of Conduct set forth in the Code of Conduct also apply on the bus. In addition, students must:

- Show respect to other riders.
- Remain seated while the bus is in motion.
- Follow the directions of the bus driver.
- Talk quietly.
- Behave in a manner that contributes to the safety of the bus and its passengers.
- Refrain from gross disobedience or misconduct, including, but not limited to:
  - Prohibited student conduct as defined in the Student Discipline policy.
  - Willful injury or threat of injury to a bus driver or to another rider.
  - Willful and/or repeated defacement of the bus.
  - Repeated use of profanity.
  - Repeated willful disobedience of the bus driver's or other supervisor's directives.
  - Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Bus Disciplinary Procedures

Consequences of breaking the Bus Behavior Rules, including any violations of the Code of Conduct taking place on the bus include but are not limited to, the following:

- A written warning sent home to parents/guardians and conference with student.
- Phone call to parents/guardians and conference with student.
- In-person conference with parents/guardians and student.
- Bus suspension for student.
- Out of school suspension for student.
- Expulsion for student.

Each incident will be reviewed individually and the consequences will not necessarily progress in order but rather be determined based on the severity of the misconduct and circumstances of the situation. The Superintendent or designee may suspend a student from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. The School Board may suspend a student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Parental Concerns

If a parent/guardian has a problem or concern, the parent should contact the teacher and let him/her know about the concern. The expectation is that the parents will contact teachers first, then the Principal, and finally the Superintendent.



STUDENT & PARENTAL RIGHTS

The following notices and policies are required to be shared with parents/guardians annually. These are reflective of the Illinois School Code, federal and local legislation in conjunction with the requirements of the Illinois State Board of Education. Do not hesitate to reach out to the administrative team with questions.

Equal Educational Opportunities (Board Policy 7:10)
Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy, or any other protected class. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint using Board Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

Uniform Grievance Procedure
If a student, parent, or guardian believes that his/her rights under the state or federal Constitution, state or federal statute, or Board policy have been violated by the Board or District staff, he/she should notify the District Nondiscrimination Coordinator, Dr. Jenny Wojcik, or the District Complaint Managers: Dr. Jenny Wojcik and/or Elizabeth Davis, 28593 North Bradley Road Lake Forest IL 60045 847.362.2021.

Uniform Grievance Procedure (Board Policy 2:260)
Students, parents/guardians, employees, or community members should notify the District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964) (Title IX sexual harassment complaints are addressed under Board Policy 2:265);
7. Bullying, 105 ILCS 5/27-23.7
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with the District Complaint Manager. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.



2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of the Complainant and any student witnesses will not be disclosed except:

(1) as required by law or any collective bargaining agreement, or

(2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant, parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed with the Board of Education, which will make a decision in accordance with section 4 of Board Policy 2:260.

The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

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

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Complaint Managers

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

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy:

NONDISCRIMINATION COORDINATOR
Dr. Jenny T. Wojcik
28593 N. Bradley Rd.
Lake Forest, IL 60045
847/362-2021, ext. 601

COMPLAINT MANAGER
Elizabeth Davis
28593 N. Bradley Rd.
Lake Forest, IL 60045
847/362-2021, ext. 643

Title IX Sexual Harassment

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §1229l(a)(11), domestic violence as defined in 34 U.S.C. §12291(a)(12), or stalking as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

TITLE IX COORDINATOR
Dr. Jenny T. Wojcik
jenny.wojcik@rondoutsd72.org
847/362-2021, ext. 601
Rondout School District 72
28593 N. Bradley Road
Lake Forest, IL 60045

Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following: Illinois Sex Offender Registry (https://isp.illinois.gov/Sor), Illinois Murderer and Violent offender Against Youth Registry (https://isp.illinois.gov/MVOAY), and Frequently Asked Questions Concerning Sex Offenders (https://isp.illinois.gov/Sor/FAQs).

Student Records–Notification of Rights of Parents/Students

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) 105 ILCS 10/1 et seq.

The student permanent record consists of basic identifying information, academic transcript, attendance record, health record, and record of release of permanent information-and may also consist of records of awards and participation in school- sponsored activities. No other information will be placed in the student permanent record. The permanent record will be destroyed 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the District.

The student temporary record consists of all information that is of relevance to the education of the student but is not required to be in the student permanent record.

A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of- date, inaccurate, or unnecessary information every four (4) years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely five (5) years after the student has

transferred, graduated, or otherwise permanently withdrawn from the District.

Parents/guardians or any person specifically designated as a representative by a parent has the right to:

a. Inspect and copy all permanent and temporary records within a reasonable time after the date of receipt of such request by the official records custodian. Requests will generally be granted within 10 business days but the District may extend the time to respond by 5 business days in accordance with State law. A student shall have the right to inspect and copy his/her school student permanent record. The school charges 10 cents per page for copies. This fee will be waived for those unable to afford such costs.

b. Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school.

c. Challenge the accuracy, relevancy, or propriety of any entry in the school records, exclusive of grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring, by requesting a hearing with the school.

i. The request for an amendment shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

ii. An informal conference will be held within 15 school days of receipt of request; if the challenge is not resolved by the informal conference, a formal hearing shall be initiated.

iii. The procedures for a formal hearing and an appeal are on file in the district office.

d. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

No school student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as allowed under law:

Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

Except for the student and his/her parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent obtained in accordance with ISSRA.

One exception that permits disclosure without consent is disclosure to school officials or consultants with legitimate educational or administrative interests. A school official or consultant is a person employed by the district in an administrative, supervisory, academic, or support staff position (including law enforcement personnel and health staff) or a person or company with whom the district has contracted (such as an attorney, auditor, technology provider, or collection agent). A school official has a legitimate educational or administrative interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.



Additionally, upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information, and a copy of any consent to such release.

The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name; grade level; parent's name, address, electronic addresses and phone numbers; academic awards and honors; information in relation to school-sponsored activities, organizations and athletics; and period of attendance in the school.

Upon graduation, transfer, or permanent withdrawal of a student with a disability, special education records and other information contained in the student temporary record that may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of these records.

Section 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child has a physical or mental impairment that substantially limits one or more major life activities. Parents seeking information about Section 504 rights and services should contact Dr. Jenny Wojcik, Superintendent at (847) 362-2021 ext. 601.



Surveys of Private Information

The District will only administer surveys requesting personal information from students if the survey advances or relates to the District's educational objectives or assists students' career choices. School officials shall not request nor disclose the identity of any student who completes any survey or evaluation containing one or more of the following topics: (1) political affiliations or beliefs of the student or the student's parent; (2) mental or psychological problems of the student or the student's parent; (3) sex behavior and attitudes; (4) illegal, antisocial, self-incriminating, or demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships, such as those involving lawyers, physicians, and clergy; (7) religious practices, affiliations, or beliefs of the student or student's parent; (8) income (other than as required to determine eligibility for participation in a program or for financial assistance. Parents/guardians may inspect such surveys or evaluations upon request and may refuse to allow their child to participate in the survey or evaluation without penalty. Parent(s)/guardian(s) who object to disclosure of information concerning their child to a third party may do so in writing to Dr. Jenny Wojcik at jenny.wojcik@rondoutsd72.org. For more information, refer to Board Policy 7:15, Student and Family rights.

Smoke-Free Buildings and Grounds Policy

School District No. 72 is dedicated to providing a healthy, comfortable, and productive work environment for our employees, staff, students, and visitors. Smoking will be strictly prohibited within the entire building and grounds area, including all school-owned property.

Reporting Child Abuse and Neglect (Board Policy 5:90)
All staff members must report any suspected child abuse and/or neglect of students to the Illinois Department of Children and Family Services ("DCFS"). DCFS maintains a centralized "Hotline" phone number for this purpose at (800) 252-2873.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE AND GROOMING BEHAVIORS. (Board Policy 7:255) Sexual abuse, grooming behaviors, inappropriate employee-student relationships, and other boundary violations harm students, their parents/guardians, the District's environment, the school community and the community at large, while diminishing a student's ability to learn. Such conduct and other sexual misconduct are prohibited pursuant to Board Policy 5:120. To increase awareness and understanding of these issues, the District encourages parents/guardians, students and all members of the school community to closely review Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest, Board Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and the information listed below:

WARNING SIGNS OF CHILD SEXUAL ABUSE. Warning signs of child sexual abuse include, but are not limited to, the following behaviors:

i. Physical Signs: sexually transmitted infections (STIs) or other genital infections; signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing; unusual weight gain or loss.

ii. Behavioral Signs: excessive talk about or knowledge of sexual topics; keeping secrets; not talking as much as usual; not wanting to be left alone with certain people or being afraid to be away from primary caregivers; regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bed wetting; overly compliant behavior; sexual behavior that is inappropriate for the child's age; spending an unusual amount of time alone; and trying to avoid removing clothing to change or bathe.

iii. Emotional Signs: change in eating habit s or unhealthy eating patterns, like loss of appetite or excessive eating; signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"; change in mood or personality, such as increased aggression; decrease in confidence or self-image; anxiety, excessive worry, or fearfulness; increase in unexplained health problems such as stomach aches and headaches; loss or decrease in interest in school, activities, and friends; nightmares or fear of being alone at night; self-harming behaviors or expressing thoughts of suicide or suicidal behavior; failing grades; and drug or alcohol use.

GROOMING BEHAVIOR. A person commits "grooming" when the person knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. See 720 ILCS 5/11-25.

WARNING SIGNS OF GROOMING. Warning signs of grooming include, but are not limited to, the following behaviors: sexual or romantic invitations to a student via any form of communication; dating or soliciting a date from a student; engaging in sexualized or romantic dialog with a student through any form of communication; making sexually suggestive comments that are directed toward or with a student; self-disclosure or physical exposure of a sexual, romantic, or erotic nature through any form of communication; sexual, indecent, romantic, or erotic contact with a student; failing to respect boundaries or listening when a student says "no"; engaging in touching that a student or student's parents/guardians have indicated is unwanted; trying to be a student's friend rather than filling an adult role in the student's life; talking with students about personal problems or relationships; expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors; giving a student gifts without occasion or reason; and restricting a student's access to other adults.

INAPPROPRIATE RELATIONSHIPS AND OTHER BOUNDARY VIOLATIONS BY ADULTS. All District personnel, employees, volunteers, and visitors are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Adults in schools breach adult-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare.

WARNING SIGNS OF INAPPROPRIATE RELATIONSHIPS AND BOUNDARY VIOLATIONS. Warning signs of inappropriate relationships and boundary violations include, but are not limited to, the following behaviors: favoring a certain student by inviting the student to "hang out" or by granting special privileges; engaging in peer-like behavior with a student; discussing personal issues with a student spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student; failing to maintain age-appropriate relationships with a student; meeting with a student off-campus without parent/guardian knowledge and/or permission; dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role; transporting a student in a school or private vehicle without administrative authorization; giving gifts, money, or treats to an individual student; sending a student on personal errands; intervening in a serious student problem instead of referring the student to an appropriately trained professional; taking and using photos/videos of students for non-educational purposes; initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting; inviting a student to an employee's home; adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose; privately messaging a student· maintaining intense eye contact with a student; making comments about a student's physical attributes including excessively flattering comments; disclosing confidential information; and invading personal space.

Appropriate Staff-Student Communication

To protect students and maintain appropriate professional boundaries, District employees are expected to communicate with students using District-approved communication platforms and methods whenever possible. Communication with students through personal social media accounts, personal messaging applications, or personal phone numbers is strongly discouraged. In rare situations where an employee must use a personal device or account to communicate individually with a student with a student for legitimate District purposes, a parent/guardian or District administrator must be included in the communication for students under the age of 18. For students 18 years of age or older, a District administrator must be copied on the communication. These practices help ensure transparency and safeguard students from inappropriate or private interactions.



REPORTING & REFERRAL INFORMATION FOR SEXUAL ABUSE, GROOMING AND/OR BOUNDARY VIOLATIONS. If you/your student believe you/your student are a victim of child sexual abuse, grooming behaviors, or boundary violations, immediately contact the Building Principal a school counselor or another trusted adult employee of the District. To make a report of alleged child sexual abuse or grooming, parents/guardians may also contact: Local Police Department or the Illinois Department of Children and Family Services Hotline at 1-800-25-ABUSE (1-800-252-2873).

AVAILABLE RESOURCES & ASSISTANCE INFORMATION. For parents/guardians and students seeking counseling services or other resources for children affected by sexual abuse, the following resources are also available:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at rainn.org
- Safe2Help Illinois at 1-844-4-SAFEIL or Text – 72332

Parents/guardians and students may also contact the school counselor or school social worker for more information regarding available resources and support services for children affected by sexual abuse.

Elimination of Programmatic Barriers to School Attendance of Pregnant or Parenting Students

Rondout upholds the statutory requirements of Title IX eliminating programmatic barriers to school attendance of pregnant and parenting students.

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).

School Visitation Rights for Parents/Guardians

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.

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 district 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, includes:

- 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 date, 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

Parent(s)/guardian(s) Right to Know Regarding Teacher Qualifications

Parent(s)/guardian(s) may request information about the qualifications of their child's teachers and paraprofessionals, including the information listed below.

- Whether the teacher has met State licensure requirements
- Whether the teacher is teaching under an emergency permit or other provision status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

Acknowledgement and thanks are extended to the members of the Rondout Board whose leadership is instrumental in the guidance and success of our school.

RONDOUT SCHOOL DISTRICT 72

BOARD OF EDUCATION

Scott Kopecky
PRESIDENT

Sam Wagliardo
VICE PRESIDENT

Elizabeth Bennett
SECRETARY

Bridget Folliard
Cari Griffith
Jenny Rasmussen
Kim Sturonas



the rondout way





RONDOUT ELEMENTARY SCHOOL
28593 NORTH BRADLEY ROAD
LAKE FOREST, ILLINOIS 60045-1154
847.362.2021 | FAX 847.816.2067

RONDOUT.ORG