Leland CUSD #1 Parent/Student Handbook 2026-2027



"Excellence Has No Finish Line"

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1.00 - School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

1.10 Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Parent Signature Date

1.20 District Information

Leland Community Unit School District #1
LaSalle and DeKalb Counties, Illinois

Leland C.U.S.D. #1 is a school district organized under the laws of the State of Illinois for the purpose of providing its residents with schools for grades K-12 for the education of all eligible persons in the district.

The district maintains its administrative office at 370 N. Main, Leland IL 60531.
The district is comprised of:

Leland Grade School
370 N. Main
Leland, IL 60531
Leland High School
370 N. Main
Leland, IL 60531
Elementary Office 815-495-3231…option 2
High School Office 815-495-3881…option 3
Superintendent's Office 815-495-3821…option 9
Fax 815-495-4611
Website www.leland1.org

The Board of Education governs the district and is elected by the community. Current members are:

Claire Anderson	President
Daniel Todd	Vice President
Heather Wesson	Secretary
Megan Brennan	Member
Tage Shumway	Member
Vicky Huss	Member
Jake Swenson	Member

The Board of Education has hired the following staff to directly administer school policy:

Dan McDonell	Superintendent
Chris Bickel	Principal
Melissa Pierson-Hall	Guidance Counselor
Sara Miller	Athletic Director
Chris Bickel	Transportation Director
Cassy Martin	High School / Junior High Secretary
Mallory Bland	Grade School Secretary
Heather Wesson	School Treasurer
Jason Zaleski	District Bookkeeper

This handbook is a summary of the school's rules and expectations, and not a comprehensive statement of all school policies and procedures. The Board of Education's comprehensive policy manual is available for public inspection in the district business office.

1.30 Visitors

All visitors, including parents and siblings, are required to enter through the guest entrance door located at the elementary end of the building. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

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

skateboarding.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.40 Non-Discrimination Statement

District 1 provides equal educational and extracurricular opportunities to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall 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, parent/guardian with an equal opportunity concern should contact building administration.

1.50 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

1.55 Exhibit - Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Name _____ _____
Last First Middle Telephone

Address _____
Street City Zip code

Personal physician _____ Telephone _____

Emergency adult contact _____ Telephone _____

Are you now or have you ever been a school volunteer? ☐ Yes ☐ No

If yes, at which school? _____ Year? _____

The name of any child or ward attending this school _____

Criminal Conviction Information: Are you a child sex offender? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐Yes ☐ No If Yes, list all offenses.

Offense	**Date**	**Location**

If requested, are you willing to consent to a criminal history records check? ☐ Yes ☐ No

Waiver of Liability

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

By your signature below:

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

_____
Volunteer name (*please print*)

_____ _____
Volunteer signature Date

For School Use Only (page 2)

General description of assignment(s):

- ☐ Supervising students as needed by a teacher
- ☐ Supervising students during a regularly scheduled activity
- ☐ Assisting with academic programs
- ☐ Assisting at the resource center or main office
- ☐ Other _____

Name of supervising staff member _____

Child Sex Offender List checked by _____ on _____ (*mandatory*)

Statewide Sex Offender Database checked by _____ on _____ (*mandatory*)

To be completed by the building principal:

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent?

☐Yes ☐ No

If "yes," and provided the individual authorized the criminal history records check, please provide the following:

Date that the check was requested _____

Date that the check was received and reviewed _____

Check reviewed by (*please print*) _____

_____ _____

Signature of reviewer Date

1.60 Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks brought into the school must be obtained from commercial sources that comply with health department laws relating to food and food labeling. Commercially prepared foods must arrive unopened as packaged by the bakery or manufacturer, or they cannot be served to the students. Treats and snacks may not require refrigeration, and must have a clearly printed list of ingredients on the packaging.

1.70 Emergency School Closings

Every effort is made to keep school open. In cases of bad weather and other local emergencies, families will be contacted through our notification delivery system, and information will be provided to the local radio station WSPY-FM 107, www.EmergencyClosings.com, TeacherEase site, and will be posted on the Leland School website www.leland1.org, as well as the Leland School Facebook page. For safety purposes, make certain your child knows ahead of time where to go in case of an emergency early dismissal.

1.80 Video and Audio Monitoring Systems

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

1.90 Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or chronic illness, please notify the building principal at 815-495-3231.

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

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

1.95 Anaphylaxis Response

Leland CUSD#1 does not employ a school nurse and has no trained EMS staff members, all staff are trained to know the signs and symptoms of anaphylaxis and how to initiate the emergency protocol. In the event of a severe systemic anaphylactic reaction, EMS will be contacted immediately regardless of whether the individual has a 504 Plan or access to prescribed epinephrine.

The main office will keep epinephrine for individuals who provide the prescribed medication to the school. Students with specific orders and/or parent-provided individual medications on file will have a 504 Plan and staff will be notified accordingly.

1.100 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, A "Diabetes Care Plan" must be submitted to the school principal. While the Diabetes Care Plan can be a component of a 504 Plan, it is a separate document. The parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

1.101 Care of Students with Epilepsy

If your child has epilepsy and requires assistance with managing this condition while at school and school functions, An "Epilepsy Care Plan" must be submitted to the school principal. While the Epilepsy Care Plan can be a component of a 504 Plan, it is a separate document. The parents/guardians are responsible for and must:

e. Inform the school in a timely manner of any change which needs to be made to the Epilepsy Care Plan on file with the school for their child.
f. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
g. Sign the Epilepsy Care Plan.
h. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Epilepsy Care Plan.

For further information, please contact the building principal.

1.105 Parent Forms

Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities

As provided by the Care of Students with Diabetes Act, I hereby authorize Leland CUSD #1 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Leland CUSD #1. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities

As provided by the Seizure Smart School Act, I hereby authorize Leland CUSD #1 and its employees, as well as any and all Delegated Care Aides named in the Epilepsy Care Plan or later designated by the District, to provide epilepsy care to my child, consistent with his or her Epilepsy Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her epilepsy during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up-to-date and complete information regarding my child's condition and treatment. Therefore, I consent to the release of information about my child's epilepsy and treatment by my child's health care provider(s), _____, to representatives of Leland CUSD #1. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Epilepsy Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, and who may need to know this information to maintain my child's health and safety.

Pursuant to the Seizure Smart School Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by the Seizure Smart School Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

1.110 Birth Certificates

In accordance with public act 84-130, any person enrolling a student for the first time in the District must provide within 30 days either 1) a certified copy of the student's birth certificate, or 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate. If the necessary documentation is not received, or is inaccurate or suspicious, the district is required to report the matter to local law enforcement authorities.

1.120 Residency

Illinois law requires districts to charge tuition for non-resident students. Generally, students may be considered residents of the District and entitled to attend school tuition free only if they reside with their parents or legal guardians within the District. The District reserves the right to investigate and to determine residency and eligibility of any student who seeks to enroll or is already enrolled in the District.

1.130 District Involvement Opportunities

The District wishes to encourage parents/guardians and community members to be involved in education. Some opportunities include:

- Attendance at athletic, fine arts, and other extracurricular activities and events
- Attendance at Board of Education meetings
- Regularly visit the District website www.leland1.org to see what's 'new'
- Join a variety of committees, such as the School Improvement Team, or our Parent Teacher Organization

For more information on these, and other opportunities, please contact the school office.

1.135 Parent and School Communication

Good two-way communication between families and the school is important for student success. Important information will be communicated from the school to home via TeacherEase emails, or by phone.

Communication with the school and staff members regarding student and school related matters via social media messaging and text messaging is discouraged. For efficient communication, it is important for parents to contact staff through their leland1.org email addresses. Staff members will respond within 1-2 school days.

Communications to the school that contain threats, profanity and vulgarity will not be tolerated, and staff will not be required to respond to any such messages.

For problems and issues, concerns should first be appropriately addressed to the person directly responsible for the concerns. If the concern is not resolved, the District Grievance Process/Procedure may be initiated.

1.140 Grievance Process/Procedure

A grievance is a difference of opinion raised by a student, or group of students, involving 1) the meaning, interpretation, or application of established policies; 2) difference of treatment; or 3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the District and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be

conducted at a time and place that will afford a fair and equitable opportunity for all persons.

It is the policy of the District that all grievances be resolved as quickly as possible, and at the lowest step possible.

The grievance procedure is not required if the grievant(s) prefers other alternatives, such as the Office of Civil Rights or the courts. Due process shall exist throughout the procedure with the right to: 1) representation; 2) presentation of witnesses and evidence; 3) confidentiality; 4) review of relevant records; and 5) procedure without harassment and/or retaliation.

This procedure, along with explanations, due process, and direction, is available for inspection in the office of the superintendent. Time limits refer to days when school is in session.

Step One The student(s) (and parent/guardians if appropriate) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step Two If the problem is not resolved, the grievance should be referred informally to the *building principal*. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step Three If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the *Superintendent or designee*. The grievance should be described as completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and District representative within ten (10) days, and a written response made within five (5) days.

Step Four If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step Five If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

Due Process Explanation

- *Rights to representation* – A grievant(s) may be represented by an attorney or other person of one's own choosing, such as a parent or advocate
- *Right to Present Witnesses and Evidence* – Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the

opportunity for hearing and questioning witnesses.

- *Time limits* – All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decisions on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
- *Rights to Information* – Unless state laws and rights-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issu
- *Privacy*- During the grievance procedure, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
- *Reprisals – Retaliation* – Participants in a grievance submitted in District 1 shall not be subjected to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access to equity in educational programs and series.

Due Process Directions

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step Three, the grievance must be submitted in writing, dated, and signed. The issue should be described as specifically and completely as possible and should include the names of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from a higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the superintendent or designee. This response shall contain a summary of the evidence determined and the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

1.150 Lockers, Book Bags, Vehicles, and Other Student Property

Students are advised to avoid bringing large amounts of money, electronic devices, or other valuables to school. Students, not the school, are responsible for their personal property. The junior high and high school students are assigned lockers. They are to use the locker assigned to them, and keep them locked. The following rules in regard to lockers include:

- School officials have access to lockers at any time
- Canine searches of lockers and automobiles by privately contracted companies or law enforcement officials may be conducted in order to maintain a safe and secure school environment.
- A search of lockers and automobiles may be conducted without a warrant for any

reasonable purpose. Search of a vehicle includes all compartments and components. Once a search begins, the person in control of the vehicle will not be allowed to remove it from the premises.

- The District is not responsible for lost or stolen personal articles.
- Lockers are issued to individual students. The sharing of lockers is prohibited, and they are to be 'locked.' Therefore, the students are responsible for the contents of the locker issued to them.
- Any item that is reasonably considered a problem for health, safety, or effective management of the education process is banned from lockers.
- Open food items and/or beverages are not allowed in student lockers.
- Book bags must be opened for inspection by any administrator, teacher, bus driver, or other educational employee on request.
- Students are to keep book bags in their lockers during the school day. Individuals may carry book bags with administration approval.
- Locker combinations should not be given to any other student.
- The District is not responsible for any items left in lockers after the last official day of the school year, or after a student has been withdrawn.

1.160 Suicide and Depression Awareness and Prevention

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

1.170 Accommodating Breastfeeding Students

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

1. Access to a private and secure room, other than a bathroom.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the building principal.

1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

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

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 bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits 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

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- 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 as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- 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
- 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
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-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. Examples of boundary violations include:

- 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
- 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
- Sexual or romantic invitations toward or from a student
- 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
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

1.190 Faith's Law Notifications

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

1.200 Free and Reduced-Price Food Services: Meal Change Notification

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Chapter 2 Attendance, Promotion and Graduation

2.10 Attendance

In accordance with Illinois state law and 'The School Code of Illinois', and in recognition of the responsibilities imposed upon parents, Leland CUSD #1 students shall attend school every scheduled school day. School attendance is not optional. Daily attendance, timeliness to class, and participation will increase the student's probability for successful performance and foster the development of self-discipline and responsibility. Conversely, repeated tardiness and absences can only have a negative effect on the student's overall classroom experience, and ultimately the overall grade. Time missed from school can never truly be made up; the interaction in the classroom cannot be replicated by doing make-up work.
In order to attend and/or participate in an after school activity, the student must be in attendance for at least ½ of the school day. A student who leaves school for an illness will not be allowed to attend or participate. Any request for exception must be directed to the building principal.

Students may enter the building after 8:00 am, and must exit the building by 3:45, unless under direct supervision of an adult in authority.

While in remote learning periods please refer to the district's remote learning plan.

2.20 Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students that are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, mental health days, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.
Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian

are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Pre-arranged absences are allowed for court appearances, college visits (limited to juniors and seniors – 2 per year), and religious holiday or retreat. Pre-arranged absences must be approved by the building principal. In the case of a pre-arranged absence, students must have permission secured a minimum of 48 hours in advance with an 'Anticipated Absence Form.' Homework is due the day the student returns to school. Pre-arranged absences can also be arranged for family vacations. While parents are discouraged from taking students out of school, students on family vacations for 3 or more days are required to:

- Pick up and complete an 'Anticipated Absence Form' from the office or print one off the website or TeacherEase.
- Return the form to the same office 2 days prior to the absence, after all teacher signatures are complete and parents have signed.
- This completed form entitles work to be turned in on the date of return, however, students may lose participation points while on vacation.

In the event of any absence, a parent/guardian is required to call the school to explain the reason for the absence. If the school is not called by 9:00 a.m., a school official will call to inquire why the student is not at school. If the parent/guardian cannot be reached, the student must submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so will result in the absence being unexcused.

Leland CUSD #1 is a closed campus. Students are required to sign in and out in the main office if they arrive after the beginning of the first period or need to leave during the school day. A parent must initiate permission for a student to sign out before dismissal.
State of Illinois guidelines and mandates establish the following guidelines:

- Absent 30 minutes or less will show as a full day present (tardy policies may apply)
- Absent 31 to 210 minutes will show as ½ day absence
- Absent 211 to 360 minutes will show as full day absence
- Unexcused absences beyond 5 days in a school year may result in a referral to the LaSalle County Regional Office of Education Truancy Program.
- Excused absences beyond 10 days in a school year may result in a referral to the LaSalle County Regional Office of Education Truancy Program.
- All absences in excess of 10 in a school year (whether excused or unexcused) will require a doctor's note or other documentation (such as court papers) to explain the absence. Absences without such documentation and without administration approval are considered unexcused.
- Students who are absent from school for 5 consecutive days due to illness, injury, or hospitalization need to present to the office a physician's release to be readmitted to school.

Notification of Excessive Absences will be sent to parents/guardians when a student has missed more than 5% (9 absences) of the school year attendance days.

2.30 Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

2.40 Make-Up Work

Students who have a pre-arranged absence are required to complete all assignments from the "Anticipated Absence Form" and turn them in upon return to class.

For all absences, the student is responsible for requesting the make-up work. Parents/guardians of younger students, and older students themselves, are encouraged to contact the school regarding assignments. Often they can be ready by the end of the day for pick up.

2.50 Truancy

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

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

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

- referral to the Regional Office of Education – truancy officer
- referral to officials under the Juvenile Court Act
- referral to the State's Attorney

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

Please note: A parent or guardian who knowingly and willingly permits a child to be truant is in violation of State law and may be charged with a misdemeanor and subject to fines.

2.60 Tardy to School

A student is considered tardy to school when he/she is not in his/her assigned seat when the bell rings, indicating the start of first period. Students tardy to school must check in at the appropriate office BEFORE reporting to class. Missing the bus, oversleeping, etc. are explanations for being late, but not considered reasons for an excused absence. Students in

grades 5-12 that are chronically tardy to school are subject to:

1st Tardy – Warning
2nd Tardy – Office Referral
3rd Tardy or More – After School Detention

While in remote learning periods please refer to the district's remote learning plan.

2.70 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the K-12 Principal.

2.80 College Visits

College visitations are not to exceed 2 school days per school year without prior consent of the administration or designee. The parent/guardian and student make arrangements for college visitation days. Students are to have parent permission. Parents are to call the office to verify an excused absence for the college visitation day. This day will be recorded as a school related activity. Visitations can be used the junior or senior year.

2.90 Courses

All high school courses are described in the Student *Course Offering Guide*, available on the school website.
Successful completion of English, mathematics, science, physical education, driver education, social studies, computer applications, health, and consumer education are all graduation requirements. Elective courses are available in art, business education, foreign language, mathematics, music, science, and social studies. There are also vocational education programs offered through IVVC for juniors and seniors. HS students also have the ability to take dual credit college classes through Waubonsee Community College.
Per School Code of Illinois, students must have received a passing grade in at least 8 courses during the previous 2 semesters in order to register for driver education.

2.100 Grading and Promotion

The A (90%), B (80-89%), C (70-79%), D (60-69%) and F (59% and below) system for grades 5-12 is used to show achievement in the classroom. Semester grades are based on a cumulative point system. Parents have continual access to student grades through TeacherEase. School report cards are issued at the completion of a semester. Students final grades will be made up of 70% Classroom Assignments and Assessments and 30% Habits of Work.

In grades K-4, the decision to promote a student to the next grade is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. Grades will be reported on a standards based system as follows: 1 (Little or No competency), 2 (Progressing Toward Target), 3 (Meets Target), 4 (Exceeds Target). School report cards will be issued at the completion of the school year. Progress reports will be shared at the end of the semester.

In Grades 5-8, any student who receives a failing final grade in a core curriculum course will be given the option to complete the IVS summer school program in order to be promoted to the next grade level. The cost of the summer school course will be at the expense of the student. If summer school is not successfully completed, the student will not be promoted to the next grade level. The final grade is given based on the average of both semester scores.

8th grade students that do not receive passing grades will not be allowed to participate in the school's promotional ceremony.

In grades 9-12, the failure of a course at semester eliminates credit for that course.

Required courses failed must be repeated the following school year. With administrative approval credit may be earned in an accredited summer school program, or through accredited correspondence coursework. The student must show proof of passing the course to obtain the credit before the beginning of the next school year.

2.110 Homework

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

2.115 Academic Integrity

Cheating as defined by Miriam Webster's Dictionary is "to deprive of something valuable by the use of deceit or fraud, to influence or lead by deceit, trick, or artifice, to elude or thwart by or as if by outwitting." Plagiarism is defined as "an act or instance of plagiarizing; something plagiarized. It also means to steal and pass off (the ideas or words of another) as one's own; use

(another's production) without crediting the source. To commit literary theft: present as new and original an idea or product derived from an existing source."

Consequences for Plagiarism and/or Cheating (may include the following): ● Parents will be notified of the academic misconduct by the teacher for each offense. ● Students can be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, or they can be required to retake or resubmit the work. If retaking or resubmitting the work is allowed, the student must complete any work on his/her own time. ● Students may receive an after school detention as punishment for their behavior of cheating/plagiarizing. ● Participation in extracurricular activities may be suspended until the issue has been fully resolved to the satisfaction of the Administration/Athletic Director. ● Repeated acts of plagiarism or cheating may result in a student receiving a failing grade for the assignment and could result in additional disciplinary consequences as determined by the building principal including but not limited to: Saturday detention, in-school, or out-of-school suspension. Students who assist/enable students to cheat and/or plagiarize may receive similar consequences.

2.120 Exemption from P.E.

Students in grades K-8 may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program; or
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with IEPs may also be excused from physical education courses for reasons stated in the student's IEP. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

2.130 Early Graduation

Students who have successfully completed graduation requirements may petition to graduate early. Applications must be submitted in the semester prior to the semester of graduation. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. Early graduates must also take responsibility to contact the Guidance Department with intentions to submit scholarship applications.

For all academic purposes, during the final semester of attendance, the student will be considered a member of the graduating class (class rank, scholarship application, etc.) For all extra-curricular purposes, the student will remain a member of his/her original class (prom court, yearbook photos, etc.).

Any student enrolled in off-campus coursework that is necessary to fulfill the graduation requirements must show documentation of the courses by the last day of the attending semester. Failure to produce this documentation will result in denial of the early graduation petition.

2.140 Honor Roll

All courses taken at Leland School, IVVC or Somonauk will be counted toward the honor roll. Any student who receives an incomplete will not be eligible for the honor roll until the incomplete is removed.

Honor Roll is divided into 2 categories:

1. Students who have a 3.00 to 3.49 average will be placed on the honor roll.
2. Students who have a 3.5 or higher average will be placed on the high honor roll.

2.150 Graduation Participation

Participation in the graduation ceremony is a privilege and not a right. Only students who have earned all necessary credits and passed all requirements for a high school diploma, prior to the date of graduation (with IDEA exception) will be permitted to participate in the graduation ceremony. Based on inappropriate conduct of a student, the administration reserves the right to not allow the student the privilege of participating in graduation ceremonies. Students are expected to display proper behavior up to and including the day of graduation.

2.160 High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

a. Four years of language arts.
b. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
c. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
d. For students entering high school through the 2023-24 school year, two years of science. For students entering high school beginning with the 2024-25 school year, two years of laboratory science.
e. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
f. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) career and technical education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
g. One semester of health education.
h. Physical education classes.[3]
i. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
j. Nine weeks of consumer education.
k. For students entering high school in the 2022-23 school year, one year of a course

that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities who course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

2.170 - Complaints about Curriculum and Opt-Out

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. This process begins by emailing the building principal.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should send an official notification message to the building principal. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by sending official

notification to the building principal.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Chapter 3 Fines and Fees

3.10 Fines, Fees, and Charges, Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

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

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

3.20 Lost/Damaged Books and Instructional Materials

Students are responsible for assigned textbooks and instructional materials. If lost or damaged beyond use, the student is responsible for the replacement cost. Books with water or food damage will be charged the replacement cost due to the environmental hazard this type of damage may cause.

If a textbook or instructional material is damaged but still usable, the student must pay for the damage. Repair fees and replacement costs will be determined by administration.

3.30 Extracurricular Fees

Students participating in extracurricular organizations and athletics are assessed an extracurricular fee, which covers transportation. Fee waiver requests are to be directed to the administrative office.

3.40 Nonpayment of Student Fees

Persistent nonpayment of student fees may result in a student being barred from participating in extracurricular events and activities. Privileges covered may include all extracurricular activities, school events and activities, graduation ceremony participation, athletics, clubs/organizations, and social events. The Board of Education reserves the right to refer situations of nonpayment to third party collection agencies.

3.50 Cafeteria

The services of the cafeteria are available to all students. The fee for hot lunch will be determined by state and federal funding, and by local costs. Students can pay for lunches in the office or through the district's Epay system. Single meals may be available. Lunches are to be prepaid. Breakfast costs currently are $1.90. Lunch costs currently are K-5 $3.15 per day, 6-8 $3.30 per day, high school $3.50 per day; and adults $4.15 per day. Second servings will be available for students at an additional cost of $2.75 per serving. Additional milk will cost $0.60 per carton.

The District offers a free and reduced lunch program for qualified families. Information is available in the elementary office.

Chapter 4 Transportation and Parking

4.10 Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

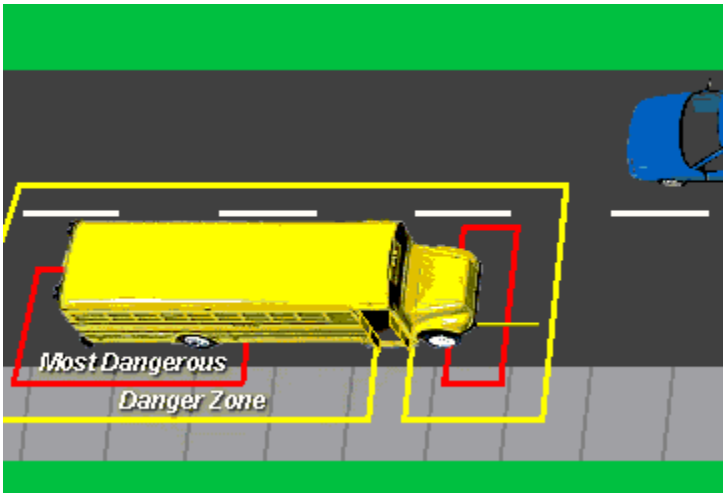
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing

you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact: Chris Bickel at 815-495-3231

4.20 Bus Conduct

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

1.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

4.30 General Parking

Parking spaces on the east side of the building are reserved for visitors, and offer easy access to the junior high/high school and elementary offices, and the main gymnasium. Parking on the west side of the building is reserved for faculty and staff. Visitors may choose to park there as well, for access to the media center and athletic field. Student parking is limited to the south side of the building. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes AT ANY

TIME. Bus and fire lanes are marked. Vehicles parked in these locations may be ticketed and/or towed by the police.

4.40 Driving and Parking

Parking on campus is a privilege. High school students are to park cars on the south side of the building. Students may not drive to IVVC without approval by the vocational coordinator and Leland administration or designee. Students are not allowed to go to their car or to leave the building during the school day. Student vehicles are prohibited on the west side of the building between the hours of 7:30AM till 3:20 PM. Students abusing parking and driving privileges are subject to school discipline, and may be ticketed and/or towed by the police.

The school is not responsible for student vehicles, possessions left in them, or anything attached to the vehicles. Students park vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while parked on school grounds, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, and if necessary the administration and/or police. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including but not limited to, expulsion from school.

Discipline for misconduct involving vehicles and parking includes all District discipline measures in the student handbook, and/or withdrawal of parking privileges.

Drivers are to always be mindful that the District houses grade levels K-12, and small students require extra caution in arriving and leaving the school.

Bicycles are to be parked in the bicycle rack on school grounds. There is to be no riding of bicycles during the school day.

Chapter 5 Health and Safety

5.10 - Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

provides eye examinations or a licensed optometrist; or

5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.20 Student Medications

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

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

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

Undesignated Medications
The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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

5.25 Exhibit – Student Medication Authorization Form

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

*To be completed by the student's physician, physician assistant, or advanced practice RN (***Note**: *for asthma inhalers only, use the "Asthma Inhalers" section below):*

Prescribers Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

_____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

_____

Prescriber's signature Date

(page 2)

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

_____
Parent/Guardian initials

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices**, and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

_____
Parent/Guardian printed name

_____
Parent/Guardian Signature and Date

5.30 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information.

Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

5.40 Safety Drill Procedures and Conduct

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

5.50 Communicable Diseases

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

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

5.60 Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school office staff if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

5.70 Illness During the School Day

Students who become ill during the school day will receive a pass to the office. Every attempt will be made to assess the student's condition, and parents/guardians will be notified when necessary.

5.80 Accidents

All accidents during school time, or during school sponsored activities, must be immediately reported to the teacher or supervisor, or office personnel, or other school personnel. For any accident, an accident report should be completed by the supervising individual.

5.90 Insurance

Accident insurance is provided by the District, at no cost, for all students enrolled. This insurance covers student accidents during school time and at school sponsored events, including athletics. Additional 24 hour coverage may be purchased by parents/guardians at any time during the school year. Contact the office for details.

5.100 Educational Programs about the Dangers of Underage Drinking

Alcohol consumption by minors involves many risks, including but not limited to twice the rate of fatal car crashes, increased rates of suicide, assault, crime and alcohol dependence, and increased legal consequences. Illinois operates under a zero tolerance law regarding operation of a motor vehicle with any concentration over .00, misdemeanor possession charges resulting in fines and court ordered mandates, and charges for using fake identification to obtain alcohol. In addition, a parent/guardian who furnishes alcohol to minors or allows his or her residence to be used for possession or consumption of alcohol by minors may be charged with a Class A misdemeanor punishable by fine and/or jail for up to 1 year. The parent/guardian or any adult furnishing alcohol to a minor may be liable in a civil action for monetary damages totaling up to $100,000 as a result of the actions of an intoxicated minor whose intoxication resulted from the adult providing the minor alcohol. For more information on this topic, please see the following links:

pubs.niaaa.nih.gov/publications/MakeADiff_HTML/makediff.htm
www.centurycouncil.org/underage-drinking/parents
www.samhsa.gov/underagedrinking/

5.110 Disruptive Social Media Apps; Danger

The District encourages parents/guardians to review the resources below and talk to their children about the dangers of social media apps, and how their digital footprint affects their future and others'.

www.ParentingTodaysKids.com
www.commonsensemedia.org
www.WiredSafety.org
www.stopcyberbulling.org
www.staysafeonline.org/in-the-home/social-networking
www.ftc.gov/bcp/edu/pubs/consumer/tech/tec14.shtm
www.safetyweb.com/social-netowrking-safety-tips

5.120 Preventing and Reducing Incidences of Sexting

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences. For more information on starting age appropriate discussions, see *The New Problem of Sexting* on the American Academy of Pediatrics website at: www.aap.org
For more information on sexting and how to talk to your children about it, see the following links:
www.education.com/magazine/article/child-sexting-parents/
www.athinline.org

5.130 Teen Dating Violence

School Board Policy 7:185 *Teen Dating Violence Prohibited* is a component of the District's anti-bullying program. Students in grades 7-12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff also receive training on handling the signs and incidents of teen dating violence. For more information about this issue, please see the Centers for Disease control and Prevention's educational materials at:
www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html

5.135 Sexual Abuse Response and Prevention Resource Guide

State law requires districts to publish information developed to assist and support individuals in the event sexual abuse is suspected, reported, and/or being investigated. In addition to the https://www.safe2helpil.com/ link found on the school website, more comprehensive information and resources can be found at: Sexual Abuse Response and Prevention Resource Guide

5.140 CPR and AED Video

State law requires the Illinois High School Association to post a cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires Districts to notify staff members and parent/guardians about this video. You are encouraged to view the video, which will take less than 15 minutes, at:
www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx

5.150 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.155 Exhibit - Targeted School Violence Prevention and Threat Assessment Education

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify threats and prevent targeted school violence. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, Targeted School Violence Prevention Program. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing any information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members. The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her.").

A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat. A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

Who Is Required to Report Threats?

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- Persons with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- Persons seeming isolated and alienated from others
- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "joking" statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

Chapter 6 Discipline and Conduct

6.10 General Building Conduct

Reasonable rules and regulations developed and enforced by the administration, teachers, and parents are necessary for the orderly operation of the school, the physical and psychological safety of the students and staff, for the maintenance of a good learning environment, and for the ultimate development of self-discipline. Students will not be permitted to disrupt the operation of the school or interfere with the lawful rights of others.

Three principles govern the disciplinary philosophy and rules in our District:

1. Conduct that is disruptive of the educational process is prohibited.
2. Conduct that infringes upon the rights of others is prohibited.
3. Conduct that endangers the safety of the student or others is prohibited.

Discipline should be viewed in terms of its positive effect – adjusting a student's behavior to more appropriate norms – rather than the negative – serving as a punishment.

6.20 Due Process Rights of Students

Individual rights granted by the Constitution of the United States are granted to all people regardless of gender, race, religion, national origin, disability, or other legally protected category. Students have rights as individuals, although they may not be as extensive as the rights of others. School disciplinary procedures should not violate these rights. The essential rights involved in disciplinary procedures stem from the concept of due process.

Under this concept, students are entitled to:

1. Know the rules and regulations;
2. Be notified of charges and provided an opportunity to respond to the charges;
3. Appeal a decision about the charges to a higher authority;
4. Be represented by legal counsel; and
5. Have the charges or penalties removed from their records if the evidence demonstrates innocence or non-involvement.

In the administration of procedures and throughout the provisions for essential rights, the student should be made to feel that his/her value as a person is not questioned. The focus and what may be questioned is the student's behavior or actions. Students are expected to be responsible and accountable for their actions.

Corporal punishment is not permitted in the district.

6.30 Reciprocal Reporting Act

Our District is committed to maintaining a productive and safe environment. To that end, we have adopted, in conjunction with the Regional Superintendent's Office and other schools in LaSalle County, a reciprocal reporting agreement (pursuant to the authority of Section 10-20.14 of the School Code of Illinois and in compliance with Section 1-7 of the Juvenile Court Act) which allows under certain conditions for the sharing of information among the schools and the police agencies regarding certain unwanted types of student behavior. Examples of these undesired behaviors include:

- All cases involving illegal or controlled substances
- All cases involving weapons of any kind
- All cases involving criminal gang activity
- All cases involving a serious crime or felony
- All other criminal offenses committed by a student (including those offenses classified as Class A or B misdemeanor)

It is our desire to work with the State Attorney's Office, local and county law enforcement agencies, and other schools in the county to send a strong message that these behaviors will not be tolerated.

6.40 Dress Code / Student Appearance

The basic responsibility for students' appearance while attending school and school activities lies with the students and their parents/guardians. Students are expected to wear clothing that is appropriate for an education setting while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes disruption in the school environment. Specific guidelines include, but are not limited to:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, tobacco, violent behavior, or other inappropriate images
- Student dress (including accessories) may not display lewd, vulgar, obscene, offensive, or suggestive language or symbols, including gang symbols
- Except for specially designated days, hoods, bandannas, sweatbands, and sunglasses may not be worn in the building during the day.
- Student attire is expected to cover them from shoulder to mid-thigh.
- Tank tops must have 1 inch straps
- The neckline of the shirt may not be lower than 4 inches (fist) below the collarbone
- Appropriate footwear must be worn at all times
- Clothing with hanging chains is not allowed
- Undergarments are not to be exposed

If there is any doubt about dress and appearance, or if any exceptions are to be made for religious, medical, or event purposes (such as homecoming), the building principal will make the final decision.

Students failing to adhere to the dress code will be asked to change into appropriate attire immediately or will be provided with appropriate attire for the remainder of the school day. Failure to comply will result in the student serving an in-school suspension for the remainder of the day.

6.50 Student Behavior/Discipline

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the

presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

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

Discipline Policies
All student behavior in Leland School District #1 is based on respect and consideration for the rights of others. It is expected that students both individually and in groups shall comply with teachers and administration. All students are also subject to the behavioral programs of their individual classrooms. Disobedience or open defiance of the authority of the staff shall constitute gross disobedience or misconduct that may result in detention, suspension or expulsion from school. Faculty and staff include, but are not limited to, administrators, teachers, substitutes, paraprofessionals, supervisors, secretaries, bus drivers, nurses, kitchen staff, maintenance personnel, and other support staff. All discipline policies are in effect when a student is going to or from school. The following regulations apply to all school activities at home and away.

Disciplinary Measures
School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

Discipline: Corporal Punishment
In accordance with Section 24-24 of the Illinois School Code, the Leland CUSD#1 does not permit the use of corporal punishment, which is defined by that statute to include slapping, paddling, or prolonged maintenance of students in physically painful positions and the intentional infliction of bodily harm.

Discipline: Removal from Class
Because a student's disruptive behavior in class can negatively affect not only his academic progress, but also that of the other students in the class, and can prevent the teacher from maintaining an environment conducive to learning, the teacher has the right to remove disruptive students from class.

Discipline: Detentions
Students assigned detention will be given 24-hour notice and notification will be sent to parents via phone call or email. Parents or students are responsible for making necessary arrangements for transportation.
Teacher Detentions: Teachers may issue detentions for minor discipline problems. These detentions will be served with the teacher at an agreed upon time in the classroom of the issuing teacher.

General Detentions: Staff can refer students to the office when their behavior is so disruptive to the learning environment that it has a negative impact. Faculty and administration can assign detention for these various behaviors. Detentions will be served on Tuesdays and Thursdays each week and will be held between 3:15pm - 4:00pm.

Electronic copies of the office discipline referral will be sent to the parent. Excessive office issued detentions will result in a parental conference to discuss possible solutions to address any concerns. These solutions could include but are not limited to a referral to the problem solving team, social work services, guidance counselor services or the use of other resources that are available.

During Detention the following rules will be enforced:

- There is no sleeping, talking, use of electronics, listening to music or watching videos
- Students will arrive by 3:15pm. If they are tardy, and additional detention can be assigned.
- If a student fails to attend a detention an additional detention will be assigned. If a student fails to attend multiple assigned detentions an in-school suspension will be assigned.
- Removal from detention for misbehavior will result in an in-school suspension being assigned.

Discipline: Social Probation

Students who engage in behavior that is disruptive to the learning environment may be placed on social probation. Students who have been suspended from school will be placed on social probation. Students on social probation lose all privileges to attend and participate in any and all school activities other than those pertaining to attendance in regularly scheduled classes.

Discipline: Suspension

In School Suspension/Saturday School Suspension - Students placed on in-school suspension will be allowed to make up work for full credit. Parents will be notified of the in-school suspension by email. Students who fail to serve the suspension will receive an out of school suspension. The number of out of school suspension days will be determined by the number of times a student failed to serve Saturday suspensions. When a student has failed to serve a suspension for the third time, a parent conference will be arranged to determine what appropriate action the school and parents should take. The student will not be allowed to return to school until the parent conference is held. Out of school suspension days will be from one to five days. Excessive suspensions will result in a meeting between parents and school personnel and may result in an appearance before the Board of Education.

Out of School Suspension - Out-of-school suspension is given by the administration for up to but not to exceed 10 consecutive school days. Students may be suspended out-of-school for 1 to 10 days for gross disobedience or misconduct, as defined in Board Policy and its Implementing Rules and Regulations or as provided in this Handbook. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity or activity reasonably related to school. It also may occur in a situation other than on school grounds or at a school related activity, provided, however, that a reasonable relationship exists between the conduct of the

student and a potential impact on the school, its processes or student environment. While suspended out of school, a student may not attend any school-related activities at home or away. A letter stating the reason for and length of the suspension will be sent to parents of students under suspension including the parents appeal rights. Students who receive an out-of-school suspension will be allowed to make up any work from their classes with 100% credit. Homework credit will be given for assignments that are promptly turned in on the first day the students return to class. Parents must make a homework request to the office and pick up the homework during the out-of-school suspension.

Discipline: Expulsion
Students who commit gross disobedience misconduct may be brought to the Board of Education for expulsion.

Discipline: Abusive/Profane Language or Gestures
Abusive, profane language or gestures will not be tolerated and may constitute gross disobedience or misconduct. Students who use this type of language or gesture will be subject to disciplinary action which may include detention(s), in-school suspension, or out-of-school suspension, depending on the type of and/or number of times such language is used. Abusive, profane language or gestures directed at staff or faculty members may result in an out-of-school suspension.

Discipline: Chronic Unacceptable Behavior
Students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event. Students who display chronic unacceptable behavior will be subject to disciplinary action which may include detention, or in-school suspension.

Discipline: Dangerous and/or Disruptive Substances/Items
The possession of and/or disseminating of any substance that causes disruption of good order in the school and/or jeopardizes the health of others may result in disciplinary consequences. Some examples of these items include but are not limited to shocking devices, paintball equipment, practical joke items, laser pointers, shoes with built-in wheels, and lighters. Students who are in possession of such items will be subject to disciplinary action which may include detention, or in-school suspension.

Discipline: Intent/Conspiracy to Violate Laws and/or School Rules
Students who intend, plan, or conspire to violate the school rules or laws may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

Discipline: Theft or Possession of Stolen Property
Students who are involved in theft, or who are knowingly in possession of stolen property, will be subject to discipline, which could include suspension or expulsion. Notification of police authorities will be at the discretion of the administration.

Discipline: Entering the Building Outside of School Hours
Students are not permitted to enter the building outside of school hours without the direct supervision of a staff member. Students who do enter the building outside of school hours without direct supervision or approval from administration will be subject to discipline, which may include suspension or expulsion and involvement from the local police department.

Discipline: Inappropriate Drawings/Artwork/Literature
Possession of drawings or literature (including digital) that is of an inappropriate or obscene nature is prohibited. Examples would include, but are not limited to; drug, alcohol, or tobacco representation, graphically violent depictions, items of a sexual nature or that promote illegal activities. Students committing such violations will be subject to disciplinary action which may include detention, or in-school suspension.

Discipline: Forgery
Students who forge notes, including teacher or parent signatures, or other documents will be subject to disciplinary action. This action may include detention(s), suspension(s) or expulsion.

Discipline: Plagiarism
See Cheating/Academic Integrity

Discipline: Public Display of Affection
Students will not engage in public displays of affection. Such display is defined as embracing, hugging, kissing, holding hands, and/or other acts of this nature. Failure to comply with policy may result in detention(s) and/or suspension(s) being given.

Discipline: Disrespect to Teachers or Other Staff
Disrespect directed toward any member of the school or district staff is inexcusable and will not be tolerated during the school day or at any extracurricular functions, Disrespect will be subject to disciplinary action. This action may include detentions, and or suspensions.

Discipline: Insubordination
Students are expected to follow the directions and requests of faculty and staff. Students who choose not to follow directions will be subject to discipline, which may include detention(s) and/or suspension(s).

Discipline: Electronic Devices/Cell Phones
The intent of the cell phone rule is to promote safety and provide students with the ability to readily communicate with parents and/or family after school hours. It is not the intent to provide students with a means of entertainment or unnecessary communication.
Using a cellular telephone or electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs/video without consent, cheat, or otherwise violate student conduct rules will result in disciplinary action. Cell phones shall be turned off and out of sight in classrooms unless: (a) the supervising teacher grants permission; (b) use of the device is provided in the student's IEP; or (c) it is

needed in an emergency that threatens the safety of students, staff, or other individuals. Students may use cell phones in the cafeteria during the lunch periods and hallways during passing periods only as long as it does not disrupt the educational environment or violate the rights of others. Teachers reserve the right to collect or have students display cell phones in plain sight at any time within the classroom or during an examination. Consequences for violation of this policy will result in disciplinary action ranging from a warning to expulsion and will become progressive in nature for repeated offenses.

First Offense: Warning
Second Offense: Detention and device is turned into the office
Third Offense: Loss of Privilege for the Remainder of the Semester

*Failure to hand in an electronic device/cell phone when request is made by school personnel will result in loss of privilege for the remainder of the semester and an after school detention. If a student loses cell phone privileges the student will be asked to turn their electronic device in the office at the start of every day or the device must be left at home.

Discipline: Fighting
Students who engage in fighting will be subject to discipline, which may include suspension or expulsion. Additionally, local police authorities may be brought in to investigate.

Discipline: Physical Assault/ Battery
Any student who physically assaults or batters another student will receive an out-of-school suspension. Depending on the severity, a recommendation for expulsion may also be made.

Discipline: Threats
Verbal, written or electronic threats may result in detentions, suspensions, or expulsion.

Discipline: Harassment of Other Students
Any type of physical, verbal, or digital harassment, including racial slurs, will not be tolerated. Appropriate disciplinary action will be taken.

Discipline: Intimidation/ Bullying/Cyber-Bullying
Under no circumstances are students allowed to intimidate or bully other students or staff members. This applies not only during the school day, but also at school-sponsored events, on the way to and from school, electronically, and at the bus stop. Of particular concern are threats to the physical well-being of other students. Students may receive detention(s), suspension(s) and /or a recommendation for expulsion depending on the frequency and severity of the violation. Harassment of Students Prohibited- "No person, including District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status." It goes on to state that, "Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks." 7:180- Students: Preventing Bullying, Intimidation, and Harassment- "Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal."

Discipline: Off-Campus Conduct – Students' off-campus conduct that results in material and/or substantial disruption or poses a true threat to students, staff, or the school and interferes with the school's educational functions may result in students receiving a detention (s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

Discipline: Off-Campus Web Sites/Social Networking - Using a home-based or off-campus computer/social networking site such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

Discipline: Sexual Harassment
A student engaging in sexual harassment, as defined in Board Policy #7.20 (included in this handbook), will be subject to disciplinary action, up to and including expulsion. Students will be instructed as part of the PE/Health curriculum how to recognize and avoid sexual abuse.

Discipline: Sexually Explicit Material
The possession or distribution of sexually explicit matter including but not limited to "sexting" may result in appropriate disciplinary consequences. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

Discipline: Smoking
Use or possession of tobacco, E-Cigarettes, or tobacco products including lighters and/or matches on school grounds, school buses, or at school functions will not be tolerated. Violation(s) may result in discipline up to and including suspension or expulsion.

Discipline: Possession of Controlled Substances, Alcohol, Drugs, and Tobacco
Possession, use, or distribution of, or any attempt to use or distribute any illegal or controlled substances, including alcohol, drugs, tobacco, drug paraphernalia, E-Cigarettes, or any look –alike drug or tobacco product on school grounds or at any school function is prohibited. Any such possession, use or distribution, including being under the influence of alcohol or a controlled substance may result in suspension or expulsion from school. Additionally, local police authorities may be brought in to investigate. Students and parents should refer to Board Policies 7.195 and 7.197 for further details regarding these prohibitions, including escalating penalties for subsequent violations.

Discipline: Weapons
Possession of weapons of any kind, including but not limited to, firearms, explosives, knives, guns, rifles, shotguns, brass knuckles, billy clubs or "look-alikes" of such weapons is prohibited. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens also constitute weapons if used or attempted to be used to cause bodily harm. Any student who brings weapons to school will be expelled from school for a minimum of one year. The superintendent of schools may modify the expulsion requirement on a case by case basis, and the superintendent's determination may be modified by the board on a case by case basis. Threats of possessing or using a weapon

will be subject to proper disciplinary action as well. Notification of police authorities will be at the discretion of the administration.

Discipline: Social Networking
School administration may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school administration has reasonable cause to believe that a student's account on a social networking site contains evidence that a student has violated a school disciplinary rule or procedure. (HB 4207)

Discipline: Discipline of Students with Disabilities
Discipline for students with disabilities will be the same as the discipline listed in this section of the handbook and Board Policy unless otherwise stipulated by the student's IEP or Section 504 plan, or otherwise required by applicable laws.

Discipline: Striking a Teacher or Other Staff Members
Striking a teacher or other staff member is strictly prohibited. At the 1st offense, an out-of-school suspension will be given by the administration for up to but not to exceed 10 days until the Board of Education can convene to consider possible expulsion from school. The administration is required by law to report the assault to the States Attorney's Office.

Discipline: Other Offenses Not Listed
Gross disobedience or misconduct not listed above or in Board Policy may occur when in the administration's judgment, any student endangers the safety and welfare of other students, or disrupts the educational environment in the District or any of its schools.

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

6.60 Cafeteria Conduct

Lunch Rules
Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures. Students can lose their privilege of eating lunch in the cafeteria as consequence for breaking the above listed rules.

6.70 Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

_____ _____

Student Incident Date

Student handbook rules and/or Board policy violated: _____

Date and time of pre-suspension conference with student: _____

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

_____

_____

_____

Rationale for the specific for duration of the suspension:

_____

_____

_____

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to school safety. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: (*List explanation below.*)

_____

_____

_____

II. Your child's continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined

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that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (*List explanation below.*)

_____

_____

_____

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (*insert name and address of the superintendent)*.

_____ _____

Building Principal Date

cc: Board of Education

6.80 Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

_____ _____

Student Incident Date

Student handbook rules and/or board policy violated: _____

Date/Time of pre-suspension conference with student: _____

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

_____

_____

_____

Rationale for the specific duration of the suspension:

_____

_____

_____

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: (*List explanation below.*)

_____

_____

_____

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II. Your child's continued presence at school substantially disrupts, impedes or interferes with the operation of the school. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (*List explanation below.*)

_____

_____

_____

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted:

(*List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.*)

_____

_____

_____

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: (*Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

_____

_____

_____

(page 3)

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (*insert name and address of the Superintendent)*.

_____ _____

Building Principal Date

6.90 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.[2]

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, 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.

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

Complaint Managers:

Chris Bickel
370 N. Main St. Leland IL
815-495-3231 Ext. 100
cbickel@leland1.org

Dan McDonnell
370 N. Main St. Leland IL
815-495-3231 Ext. 300
dmcdonnell@leland1.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

6.110 Discrimination and Harassment on the Basis of Race, Color, and National Origin

Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal.

6.115 Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited
No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental

disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

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 or stalking as defined in District policy and federal law.

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.

Teen Dating Violence Prohibited

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

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Chapter 7 Internet, Technology & Publications

7.10 Internet Acceptable Use

All use of the District's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use – Access to the electronic network must be: 1) for the purpose of education or research, and be consistent with the District's educational objectives, or 2) for legitimate business use.

Privileges – The use of electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. This decision is final.

Unacceptable Use – The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable use include, but are not limited to:

- Damaging, disabling, or otherwise harming the operation of district owned or controlled computers
- Using the computer for things other than educational purposes.
- Activities such as buying or selling goods
- Installing, attempting to install, or storing programs of any type on the computers
- Using removable media (disks, CD/DVD's, USB flash drives, etc.) that have not been scanned with an 'up to date' antivirus software. The media can only be used in our system if it is found to be clean of viruses, malware, or spyware.
- Failing to ensure that 'mobile devices' (e.g. laptops, iOS-Android tablets, iOS-Android smartphones, etc.) have been scanned with an 'up to date' antivirus software. Only if the device is clean of viruses, malware, or spyware can it be used on our network.
- Failure to complete and adhere to the Bring Your Own Device enrollment document before attempting to access the network.
- Eating or drinking in the vicinity of the District's technology equipment

Network Etiquette -The user is expected to abide by the generally accepted rules of network etiquette, including but not limited to:

- Be polite. Do not become abusive in messages to others
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or phone numbers of students or peers
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by others
- Consider all communications and information accessible via the network to be private property

- Note: the District reserves the right to disable any account suspected of password sharing or network tampering
- Never reveal your personal information, or that of others, to people you meet on the internet

No Warranties - The District makes no warranties of any kind whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to any others. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing or text or graphics found on the web or on District websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. If the District provides email, it is to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

7.20 Bring your own device

Bring Your Own Device (BYOD) – Note that any personal device that you wish to connect to our network MUST be authorized by the Technology Director. For all BYODs that wish to be connected to our network, certain network identifiers will be collected. The Media Access Control (MAC) address of the device must be collected for access and identification on our network. Also, certain devices may require that a small software package be installed in order to connect to our network. There is no technical support (other than network) offered to BYODs. Also note that not all devices can be connected to our network.

7.30 School Sponsored Publications and Websites

School sponsored publications and websites may be part of the curriculum, and are not a public forum for general student use. School authorities may edit or delete materials that are inconsistent with the District's educational mission.

All school sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

7.40 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or

6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

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

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid

in the administration of school activities, such as:

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

7.60 Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Chapter 8 Search and Seizure

8.00 Search and Seizure

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

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

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

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

Student Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Chapter 9 Athletics and Extracurricular

The Extracurricular/Athletic Code applies to all students participating in athletics and extracurricular activities, including competitive sports and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. The District is a member of the Illinois High School Association, and therefore abides by the requirements and mandates of the IHSA. Participation in athletics is a privilege. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Leland School. If a student fails to comply with the terms of the code, the privilege to participate in athletics and extracurricular activities may be lost.

The acceptance of participation in student activities involves a commitment by the student to adhere to the code as developed by Leland CUSD#1**.** It is the responsibility of the coaches and sponsors to inform participants of the code and to enforce the code in a fair and consistent manner. It is the participant's responsibility to be aware of the code, and to adjust behavior accordingly so that it becomes unnecessary for a coach or sponsor to have to enforce the code.

Before participation (practice) may begin, the coach/sponsor must have a completed and signed Extracurricular / Athletic Code of Conduct. It is the responsibility of the student to read and become familiar with the code, and to ask for clarification on any topics of confusion before signing.

9.10 Requirements for Participation

IHSA mandates that an athlete must be enrolled in a minimum of 25 credit hours (equivalent of five (0.5) courses or 2.5 full credits per semester) in order to participate. This is a very important consideration for partial day students taking college courses or participating in work programs.

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity.

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parent/guardian received a copy of the Athletic Code, understand the terms of the Athletic Code, and agree to abide by its terms and conditions.

9.20 Athletic and Extracurricular Rules

In order to participate in athletics and extracurricular organizations, high school and junior high/middle school students must be receiving passing grades in all subjects to remain eligible. Eligibility will be checked every week, as mandated by IHSA. Student eligibility, or ineligibility, is affected on Monday of the following week. The student will remain eligible, or ineligible, for one full calendar week. Ineligible students may attend games, but cannot dress. Ineligible students must attend the school's after-hour homework help session before he/she can participate in any practices. If a student is ineligible due to a failing grade in one or more of his/her classes for 3 consecutive weeks, will have a meeting with the athletic director or building administration about continued progress on the team. The student may be dropped from the roster. Any athlete that receives a failing grade at the end of a semester report may not participate in any athletic events for 3 weeks following the conclusion of the semester.Note: An athlete must have passed a total of 3 credits in the previous high school semester in order to be eligible at all during the ensuing semester. **Each student must be able to demonstrate that he/she is on track to meet district graduation requirements in order to participate in extracurricular activities.**

(In the instance of a partial day student, Administration will review requirements in respect to enrolled hours.)

9.30 Attendance Policy

A student will be in attendance during the school day to be eligible to participate in athletic and extracurricular events or practices taking place that day. A student must also be in attendance on the last day of school before a weekend or vacation in order to be eligible to participate in events or practices occurring over those time periods, unless the absence has been pre-arranged or approved by administration. Partial absences must be excused, not exceed more than 50% of the school day, and specifically approved by administration for participation eligibility. Student athletes who are enrolled and present in a P.E. class must dress and participate in the class in order to participate in the extra-curricular event. An athlete who has one or more truancies, may also be suspended from participation in athletics and extracurricular activities and organizations by administration.

Students who have been suspended (in school or out of school) will not be allowed to participate in, nor attend, extracurricular activities for the duration of the suspension. If the suspension occurs on a Friday, or day preceding a holiday or vacation, this is in effect for the duration of the weekend/holiday/vacation.

9.40 Code of Conduct

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

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

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

The student shall not:

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

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

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

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

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
    a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
        - A specified period of time or percentage of, performances, activities or competitions;
        - The remainder of the season or for the next season; or
        - The remainder of the student's school career.
    b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

        First violation

        - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
        - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
        - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

        Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

9.50 Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

9.60 Dance Guidelines

The District holds a variety of dances during the school year, at both the middle school and high school level. The following guidelines are to be observed and adhered to by all students for their security and well-being.

- Students attending a high school sponsored dance may be asked to produce a current student ID upon entrance to the dance
- District 1 high school dances are for students currently enrolled in high school. In the event that a student wishes to bring a guest to a sponsored dance, he/she is to obtain a Student Guest Request from the office. The form must be signed and on file by the deadline set prior to the dance
- Middle school students are not admitted to a high school sponsored dance as a participant

or guest unless approved by administration
- No person 21 years of age or older will be admitted to a dance as a participant or guest unless approved by administration
- Once a student has been admitted to the dance, he/she is to remain. No student will be readmitted once he/she leaves the dance. Students involved in activities (such as athletics) on the same night of the dance will be asked to report within a reasonable time after the activity
- General rules of conduct are expected and will be adhered to by the students attending school social functions. Dance rules will be enforced, and any student presenting a problem will be asked to leave. Parents/guardians will be notified and asked to pick up the student and guest (if applicable). Appropriate disciplinary penalties will be used to address conduct violations.
- No person shall come to the dance under the influence of or in possession of drugs, alcohol, or intoxicating substances. Anyone violating these expectations is subject to arrest and appropriate school consequences.

9.70 Field Trips

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

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavior or safety concerns;
- Denial of permission from administration
- Other reasons as determined by the school.

Students who do not go on the field trip are required to attend school.

9.80 Behavior at Events

Courteous, polite, sportsmanlike behavior is an expectation for every student, at all athletic and extracurricular events. Students should view the event, and not loiter in the building or parking areas. Attendance at extracurricular events is a privilege and not a right. Students who do not display proper behavior may be asked by a supervisor or administrator to leave the event. Students asked to leave will not be allowed to re-enter the event. Additionally, the student may not be allowed to attend extracurricular functions for a set period to be determined by school administration. The guidelines are 1) 1st offense – a student asked to leave an extracurricular event may not be allowed to attend any extra-curricular event for 30 calendar days following the incident, and 2) 2nd offense – a student asked to leave an event may not be allowed to attend any extracurricular event for up to one calendar year. Misbehavior may also result in a discipline referral. Parent/guardian will be notified by the next school day.

Chapter 10 Special Education

10.10 Education of Children with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for service under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

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

The District provides a free appropriate public education to exceptional students in accordance with state and federal mandates. In order to receive special education services, a student must have a physical or mental disability as identified in the Illinois State Criteria. The disabilities include autism, visual impairment, hearing impairment, mental retardation, orthopedic impairment, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury, developmental delay, multiple disabilities, deafness, deaf-blindness, and other health impairment. The disability must adversely impact educational progress and require specially designed instruction.

If a parent/guardian wishes to pursue a referral for special education services, or would like more information about special education and Section 504 Plans, they should call the building administrative office. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the office.

10.20 Accommodating Students with Disabilities

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

10.30 Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

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

10.40 Exemption from Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if 1) the student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or 2) the student's individualized education plan team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education plan.

10.50 Certificate of High School Completion

A student with a disability who has an individualized education plan prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduating class.

10.60 Request to Access Classroom or Personal for Special Education

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional re-trained by or on behalf of a parent or child.

For further information, please contact the school principal.

10.70 - Related Service Logs

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

10.80 - PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

PUNS

New requirements for Prioritization of Urgency of Need for Service (PUNS) were effective January 1, 2024. PUNS is a statewide database that records information about individuals with developmental disabilities who are planning for or seeking services through the Illinois Department of Human Services (IDHS) Division of Developmental Disabilities. At each annual review for a student with a disability, the IEP (Individualized Education Program) team must determine if the student is registered for PUNS and, if not, refer the family to a designated employee who has completed the PUNS training. For information on PUNS, please contact one of the following trained employees: Chris Bickel, Principal, cbickel@leland1.org

Chapter 11 Student Records & Privacy

11.10 Student Records

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

There are 2 types of records maintained by school districts for each student.
A *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident and health reports
- Standardized test scores (PSAE, ACT)
- Information pertaining to release of this information
- Honors and awards
- School-sponsored activities and athletics

A *temporary record* includes:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results (ISAT)
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal notes
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified report or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to the release of this record

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

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

   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building

principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

   A student may be allowed to have scores received on a college entrance exam to be published on their academic transcript, if the request is made in writing by an eligible student or student's parent/guardian.

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

   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

   If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which

the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

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

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

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**
   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names,

addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

11.20 Student Privacy Protections

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

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

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

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

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

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

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

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

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

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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website

11.30 Military Recruiters & Institutions of Higher Learning [HS]

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Chapter 12 Parental Right Notifications

12.10 Teacher Qualifications

The Illinois Educator Code of Ethics provides the framework for staff professional expectations. More information may be found at https://www.isbe.net/Documents/educator_COE_0311.pdf
Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

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

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

12.20 Standardized Testing

Students and parents/guardians should be aware that students in grades 3-11 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

Encourage students to work hard and study throughout the year; ensure students get a good night's sleep the night before exams; ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; remind and emphasize for students the importance of good performance on standardized testing; ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils; teach students the importance of honesty and ethics during the performance of these and other tests; encourage students to relax on testing day.

12.30 Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters

- Medical services
- Other support

Contact the building principal or school social worker for further information/assistance.

12.40 Sex Education Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.1

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

12.50 English Language Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

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

12.60 School Visitation Rights

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

12.70 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notifications prior to the application of pesticides to school grounds. To be added to this list, please contact the building principal. Notification will be given before the application of the pesticide. Prior notice is not required if there is imminent threat to health or

property.

12.80 Asbestos

Pursuant to section 763.93 of the Environmental Protection Agency, Asbestos in School Regulations, every school district is required to have developed by an accredited asbestos management planner, an asbestos management plan made available for inspection by the public in the administrative office without cost or restriction. Please be advised that since April 20, 1994, the current plan is available in the administrative office. All employee groups and parent organizations are hereby notified regarding the availability of management plans.

12.90 Routine Weed Spraying

The Grounds Department will schedule the third week of every month to perform regular weed control spraying at all District 1 buildings. This weed control maintenance would include the spraying of the buildings' perimeter, fence lines, curb lines, and any cracks in drives and/or walks. This spraying will be performed, weather permitting, on a rotating basis from April through September.

The liquid application of "weed and feed" fertilizing will be performed two times a year in areas adjacent to buildings by an outside contractor. Some athletic field areas at various sites may also be treated based on conditions of the turf areas. The time the contractor will spray is typically on the weekend (usually Sunday) to reduce the times when students are present. The two weekends per year are typically Memorial Day weekend in May (after graduation ceremony) and Labor Day weekend in September.

Any parents/guardians who wish to be notified of spraying should consider this as the District's notification. Any questions regarding this process should be directed to the building administration.

12.100 Mandated Reporters

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

12.110 Medicaid Data Release

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

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

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

If you object to the release of information to Medicaid, now or at any time in the future, please

state your objection in writing and submit it to the District office.

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

This program has **no impact** on current or future Medicaid benefits for you, the student, or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit
- Result in the family paying for services that would otherwise be covered by Medicaid
- Increase your premiums or lead to discontinuation of benefits or insurance
- Result in the loss of eligibility for home and community based waivers

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

12.120 Sex Offender & Violent Offender Community Notification Laws

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

You may find the Illinois Sex Offender Registry on the Illinois State Police website at: http://ww.isp.state.il.us/sor/ .

You may find the Illinois Statewide Child Murderer and Violent offender Against Youth Registry on the Illinois State Police website at:
http://www.isp.state.il.us/cmvo/ .

12.130 Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

12.140 Parent notices required by the Every Student Succeeds Act

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information see visit www.leland1.org

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.leland1.org.

IV. English Learners

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

V. Homeless Students

For information on supports and services available to homeless students, please contact the building principal.