HIGH SCHOOL DISTRICT 214

Student and Parent Handbook

2026-2027

214 HIGH SCHOOL DISTRICT

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please check the District website (http://www.d214.org) or individual school websites that provide the most up-to-date and current information regarding school closings and/or cancellation of co-curricular and evening activities. The district or school may additionally send email and/or phone messages to parent(s)/guardian(s) who have provided current email contact information. Also listen to any local radio or television station to be advised of school closings or early dismissals.

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Academics

ACADEMIC INTEGRITY

Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to strive to maintain academic integrity and to refrain from academic misconduct or from aiding others in academic misconduct. Academic misconduct is subject to disciplinary action defined by District and school/site procedures. A pattern of absences that occur during classroom assessments (exams, projects, presentations, etc.) may create a presumption of academic dishonesty. Faculty will investigate such a pattern and apply consequences as outlined in the Academic Integrity policy.

Teachers will review the District policy and procedures regarding academic integrity at the beginning of every course and will incorporate instruction regarding the need for and value of academic integrity in their lessons.

Incidents of academic misconduct are cumulative in individual courses; i.e., an incident in one course is unrelated to any incidents in other courses. The administration, however, may detect a pattern of academic misconduct that requires an additional or alternative disciplinary intervention. The incident may be considered a co-curricular code violation.

Academic Dishonesty

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means.

Forms of academic dishonesty include, but are not limited to, the following:

- Looking at another student's answers, using a "cheat sheet" during a test; or, providing other students with the means to copy answers;
- Downloading material verbatim from an online source and representing it as one's own without citing sources or crediting the author;
- Copying in any form another person's computer program or software file and representing it as one's own;
- Submitting work received through purchase or transfer as one's own;
- Copying text in any form from a source, without proper citation, and submitting as one's own;
- Altering by any means, or attempting to alter, course grades, test grades, rank in class, grade point averages, credits earned, or other confidential information about oneself or others;
- Acquiring and/or distributing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, electronic, or other means for the purpose of giving an unfair advantage to oneself or others;
- A pattern of absences that occur during classroom assessments (exams, projects, presentations, etc.) may create a presumption of academic dishonesty and be subject to an alternative assignment or version of the assessment per teacher discretion.
- Submission of work created or derived from artificial intelligence (AI), passed off as one's own work violates the District administrative procedures on the Use of Artificial Intelligence.

Use of Artificial Intelligence

The use of artificial intelligence (AI) as a substitute for original thought/content undermines the purpose for writing which is to provide students with an opportunity to practice essential skills and express their individual voice and understanding. Therefore, the use of artificial intelligence as a substitute for original thought/content is academic dishonesty (National Council of Teachers of English).

- AI tools may be used for educational purposes, including research, learning, assessment accommodation, and modification for the purpose of meeting accessibility needs (ie: translation or modification of passages), in accordance with school guidelines and ethical considerations.
- AI must not be used to engage in unethical behavior, such as cheating on assignments or tests.

- Users must respect data privacy principles when using AI tools. Unauthorized data collection or misuse of personal information is strictly prohibited.
- The school administration reserves the right to monitor the usage of AI tools to ensure adherence to this policy. Any violation may result in consequences.

Plagiarism

- Plagiarism, the act of presenting someone else's work, ideas, or words as your own without giving proper credit, is a serious offense.
- Plagiarism includes copying work generated by AI without proper citation. AI-generated content should be acknowledged appropriately, similar to how one would cite a human author.
- With all written content, students must understand and follow proper citation practices. The school will provide guidance and resources to facilitate this understanding.
- Any instance of plagiarism, once confirmed by the content area Division Head, will be documented in the student information system and may lead to consequences as per the school's Academic Integrity Procedures.

Students determined to have been academically dishonest may be subject to disciplinary action. Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or on the curriculum, students may lose credit for a project or test and be subject to disciplinary action pending parent contact.

BLENDED LEARNING COURSES

Select courses may be offered in a blended learning format.

Depending on the school site, with prior parent permission, students may be permitted to leave the building by meeting minimum expectations and following the required procedures during lunch hours or at the start or end of the day only. In granting this permission, parents take responsibility for students' conduct, whereabouts and welfare while off campus. The privilege of leaving the building may be revoked if students engage in behavioral infractions or do not follow appropriate procedures.

EVERY STUDENT SUCCEEDS ACT AND TITLE I

The Every Student Succeeds Act (ESSA) creates the funding schools receive through the Title I program. The amount of funding the school receives depends on the number of students from low-income families attending that school. In District 214, Elk Grove, Rolling Meadows, and Wheeling High Schools, as well as certain programs at Newcomer, Vanguard, and The Academy at Forest View, qualify to receive Title I funds.

Title-funded activities in the schools include reading instruction and math support, tutoring programs, parent/guardian workshops, and staff development training. The main goal of these activities and primary purpose of Title I is to increase academic achievement to meet the state's challenging performance standards, as well as to promote parent/guardian education and involvement.

From time-to-time parent(s)/guardian(s) may receive notifications required by ESSA. Further details about this law and its provisions can be found in the Educational Services section of the District website: *Every Student Succeeds Act (ESSA) and Title I*

Parent's/Guardian's Right to Know

The ESSA law states that parent(s)/guardian(s) can ask for information about the professional qualifications of their children's classroom teachers, including licensing and academic degrees. Parent(s)/guardian(s) also have the right to know whether their children are being provided services by paraprofessionals and their level of qualifications.

All teachers in District 214 are highly qualified, as defined by the Illinois State Board of Education. Highly qualified teachers have a bachelor's degree or higher and a state teaching license. In addition, for each core subject area of teaching responsibility, all teachers have either passed a content-area test or completed a college degree in that subject.

All paraprofessionals are endorsed by the state as paraprofessional educators, having completed at least 60 semester hours of college credit or the equivalent.

For more information, reference *Policy 6:170 - Title I Programs*.

GRADING AND PROMOTION

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parent(s)/guardian(s). The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Teachers use letter grades to report and document student achievement of course standards. Standards, which are established and communicated by teachers at the outset of each course, are used to evaluate student achievement.

Grading should reflect a demonstrated understanding of content and skills and shall not be based on external factors such as behavior or discipline. Every teacher shall maintain an evaluation record for each student in the teacher's classroom, and shall use the following Standard Score Scale to determine grades:

A 90-100

B 80-89

C 70-79

D 60-69

F..... 0-59

All letter grades are available to all students in all courses.

No grade may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.

For further explanation and additional information regarding grading and promotion refer to the Township High School District 214 Academic Handbook: *http://www.d214.org/academics/academic-handbook*

HOMEWORK

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

- Is used to introduce, reinforce and apply concepts, principles, and skills;
- Is of appropriate frequency and length, and does not become excessive, according to the best educational interests of the student;
- Serves as a communication link between the school and parent(s)/guardian(s);
- Encourages independent thought, self-direction, and self-discipline; and
- Is not designed for disciplinary purposes.

For reference, please see *Policy 6:290*.

OFF CAMPUS LEARNING EXPERIENCES

High School District 214 offers a number of off campus learning experiences such as college coursework or work based learning opportunities at employer sites. In many cases, these off campus experiences will not meet five days a week. During periods when attendance is not required, the student may elect to be enrolled in an open study and be allowed to work in other designated areas in the building, or elect an early dismissal option with parent permission. In granting this permission, parents take responsibility for students' conduct, whereabouts and welfare while off campus.

PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL AND GRADUATION INCENTIVES PROGRAM

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs.

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if they:

- Are considered a dropout according to State law;
- Have been suspended or expelled;
- Are pregnant or are a parent;
- Have been assessed as chemically dependent; or
- Are enrolled in a bilingual education or English Language Learners program.

For reference, please see *Policy 6:110*.

TEACHING ABOUT CONTROVERSIAL ISSUES

Township High School District 214 provides parent(s)/guardian(s) of students an opportunity to grant or refuse permission for their student(s) to participate in a class activity when study material(s) are deemed controversial. In such circumstances, the students would receive an alternative assignment. Parent(s)/guardian(s) should contact the school's principal/designee with concerns regarding controversial issues, material and curricula. The administration has established guidelines, procedures, and safeguards for an unbiased, impartial handling of controversial issues in the classroom.

For more information, reference *Policy 6:80*.

Attendance and Absences

ATTENDANCE AND TRUANCY

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age.

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 their 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.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, attendance at a civic event, other situations beyond the control of the student as determined by the Board, voting pursuant to Policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy.

ADOPTED: January 2024

Local community ordinances enforced by judges imposing fines also require school attendance for students 17 years old and under (P.A. 093-0858 as of January 1, 2005). Therefore the Board of Education authorizes the administration in each building to enforce procedures that ensure regular student attendance and accurate accounting for student absences. If a student has been truant in one of our schools or programs, the parent(s)/guardian(s) will be contacted by the attendance office, teachers, or counselors. Class cutting is defined as any absence without the approval of the parent/guardian.

ATTENDANCE CONSEQUENCES/REFERRALS

Students are expected to maintain daily attendance at school especially on days of competition or performance. Failure to do so may result in ineligibility for participation. Class cutting or truancy may result in any of the following actions: detention, Saturday detention, lunch detention, in-school suspension, restorative practices, loss of privileges (i.e., parking, after school and co-curricular activities, off campus lunches, etc.), truancy referral, and/or parent/guardian conference. **Excessive class cuts can also be a violation of local city ordinances.**

AUTHORIZED ABSENCES

Authorized absences are absences for "valid cause", which include, but are not limited to, the following:

Death in the immediate family;

- Family emergency (reviewable);
- Court appearance;
- Religious observances;
- Civic event;
- Parent/Guardian indicating student is ill (reviewable);

- Medical (a documented, health-related absence, i.e., medical or dental appointments);
- Administrative approval;
- Field trips which follow the District field trip guidelines;
- Nurse visit;
- Prearranged college campus visit with submitted documentation signed by college official;
- Student services department approved activity:
- Counselor appointment
- College counselor appointment;
- College representative meeting;
- Assessment program;
- Armed forces recruiter visit;
- Related service appointment;
- Wellness days (5 per school year);
- Out-of-school suspension (Administrative removal from school property for a school day or portion thereof for violations of school disciplinary policies);
- In-school suspension (an in-building administrative reassignment from a class period or periods for violations of school disciplinary policies).

NOTE: The above absences are examples of "valid cause" absences, i.e., absences cited in the Illinois School Code and/or District 214 School Board policy.

Excessive absences, as defined as 8 or more days per semester, may result in parent/guardian contact by the attendance office. Students who accumulate 8 or more days of absences per semester, whether excused or unexcused, will be listed as unauthorized. In order to have an absence classified as excused after 8 days of absence in a semester, a doctor's note may be required.

If a student is habitually absent from school and/or has been warned by the dean of students in regards to attendance, the dean and the school nurse may feel it is in the student's best interest to remain at school if there are no outward signs of illness as identified by the nurse. If the parent/guardian disagrees with this procedure, they may take the child directly to the doctor and bring a doctor's note to the dean's office excusing the absence.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and 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/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permissions from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;

Other reasons as determined by the school.

MAKE-UP WORK FOR ABSENCES

A student who is absent will be permitted to complete the missed work. The teacher will establish reasonable time limits for its completion.

PREARRANGED ABSENCES

When it is necessary for a student to be absent from school, the attendance office must receive prior notification according to the following procedures in order for the absence to be considered authorized:

College Visits

All college visits must be pre-approved through the attendance office. The student must obtain signed documentation from the college verifying the college visit.

Family-Related Absences

Parent(s)/guardian(s) should make every attempt to schedule family trips around the school schedule. However, when such trips must be made while school is in session, an application for pre-approved family-related activities will be reviewed and considered for authorized status when students are absent from school. These absences are to be reviewed by, but not limited to: a Dean of Students; an associate principal; and the principal.

Religious Program of Instruction or Conference

A parent/guardian must notify the attendance office approximately two weeks before the absences.

Voting

Beginning the 15th day before a general or special election of any election at which propositions are submitted to a popular vote in this State or on the day of a general or special election or any election at which propositions are submitted to a popular vote in this State, any student entitled to vote at such election shall be entitled to be absent from school for a period of 2 hours during the school day in order to vote. Specific voting hours may be specified by the school.

PROOF OF ATTENDANCE

Schools in Township High School District 214 do not issue individual letters of enrollment, attendance and/or graduation for any reason. Parent(s)/Guardian(s) and students may use a student's schedule, report card, or transcript to show proof of high school enrollment, attendance and/or graduation.

REPORTING DAILY ABSENCES

If a student is absent from school, a parent/guardian needs to call the attendance office to report the student's absence. Authorized calls will be accepted by the attendance office up to 24 hours following the absence. In the event a call is made after 24 hours, the absence will be considered unauthorized. Failure of a parent/guardian to call will result in the absence being considered unexcused. Appeals may be made to the division head for student success, safety and wellness. Actual reasons or valid cause should be given for absences to be considered excused.

SENIOR NON-ATTENDANCE DAY ("DITCH DAY")

District 214 does not support a senior non-attendance day. The District asks parent(s)/guardian(s) to support the district in taking a stance against "ditch day". When an excessive number of students are out of class(es), their absence negatively impacts the educational process. Should a student make the decision to participate in a "ditch day", this absence is considered unauthorized when a parent phone call is made. If a parent phone call is not received, the absence will be considered unexcused.

SIGN IN AND SIGN OUT PROCEDURE

When arriving late, leaving early or returning to school after an appointment, the student must sign in and out at the attendance office. The parent/guardian must call the attendance office with pre-authorization. Failure to call will result in an unauthorized absence. Students are not able to leave campus without parent/guardian authorization. The primary purpose of the attendance system is to make the students accountable for their attendance.

STUDENT TARDINESS

Students will be marked tardy if they are up to 9 minutes late. Students who are more than 9 minutes late will be marked unexcused. Tardiness to class creates a disruption to the learning environment and takes time away from the class activity. Students are expected and required to report to class on time with their class materials. The classroom teacher may assign disciplinary measures for tardiness to class. Teachers may refer students who are chronically tardy to the office of the division head for student success, safety and wellness. Students who are chronically tardy may be subject to disciplinary consequences.

UNAUTHORIZED ABSENCES

An unauthorized absence is any absence caused by a failure to follow prescribed school procedures or reasons not accepted by the school. Examples include, but are not limited to, the following:

- Failure to sign in or out with attendance office;
- Oversleeping;
- Missed school bus;
- Car trouble;
- Late call;
- Excessive parent/guardian calls;
- Undocumented health-related absences;
- Pre-approved family-related activity days exceeding the pre-approval limit.

NOTE: Any unauthorized absence is reviewable by the administration.

UNEXCUSED ABSENCES

Class Cut

An absence without the approval of the parent/guardian and/or verification by an authorized staff member.

Truancy

An absence from a school day without valid cause.

According to Illinois School Code 105 ILCS 5/26-2a, “chronic or habitual truant” shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

Parent(s)/guardian(s) may also obtain assistance in dealing with truancy or other problems by contacting the counselor or dean for a review of available services.

Board of Education

BOARD OF EDUCATION GOALS

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, School District Philosophy. Specific goals and objectives are to:

- Provide educational expertise.
- Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
- Meet or exceed student performance and academic improvement goals established by the Board.
- Develop and maintain channels for communication between the school and community.
- Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board Policy.
- Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
- Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment and supplies.

For more information, reference *Board policy 3:10 - Goals and Objectives*.

DISTRICT 214 BOARD OF EDUCATION

Board of Education Members:

- Frank Fiarito, President
- Dr. Vicki Chung, Vice President
- Mary Kay Baldino
- Bill Dussling
- Mark Hineman
- Alva Kreutzer
- Dr. Joe Sagerer

MEETING DATES 2026-2027

Board Meetings will be held at 6:30 p.m. in the Board Room at the Forest View Educational Center, 2121 South Goebbert Road, Arlington Heights, Illinois.

2026	2027
July 23	January 7
August 6	January 21
August 20	February 18
September 10	March 18
September 24	April 8
October 15	May 6
October 29	May 20
November 12	June 3
December 10	June 17

BOARD POLICY DEVELOPMENT

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification. In the absence of Board policy, the Superintendent is authorized to take appropriate action.

For more information, please reference *Board Policy 2:240*.

MISSION STATEMENT AND PROTOCOLS OF THE BOARD OF EDUCATION

Our primary mission is to help all students learn the skills, acquire the knowledge, and develop the behaviors necessary for them to reach their full potential as citizens who can meet the challenges of a changing society. Our secondary mission is to provide residents with opportunities for life-long learning.

Board of Education Protocols

Co-Curricular Activities and Athletics

AED AND CPR TRAINING

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parent(s)/guardian(s) about the video. Parent(s)/guardian(s) and students are encouraged to view the video, which will take less than 15 minutes: *CPR Training - IHSA*

CONDUCT CODE FOR PARTICIPANTS IN CO-CURRICULAR ACTIVITIES

Code of Conduct for Extracurricular Activities

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extracurricular activity and maintain attendance records.

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the athletic program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the Board of Education policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school - they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Code of Conduct below describes the expectations and goals of the extracurricular and athletic programs. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities and athletics. This Code of Conduct will be enforced 365 days per year, 24 hours per day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

Code of Conduct

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

The student shall not:

- Violate the District's policies or procedures on student behavior;
- Use, possess, buy, sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
- Use, possess, buy, sell, barter, or distribute tobacco or nicotine materials in any form, including without limitation, electronic cigarettes;
- Use, possess, buy, sell, barter, or distribute cannabis in any form, unless exempted under *Ashley's Law*.
- Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Use, possess, buy, 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 sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcohol, cannabis, and/or controlled substances are being consumed by minors;

- Act in an unsportsmanlike manner;
- Vandalize or steal;
- Haze or bully other students;
- Violate the written rules for the activity or sport;
- Behave in a manner that disrupts or adversely affects the group or school;
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
- Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing and bullying activities are strictly forbidden at any time and in any location. 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. (Adapted from the definition of hazing adopted by the National Federation of State High School Associations.) Bullying includes cyberbullying 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 place a student in reasonable fear of harm; cause a substantially detrimental effect on a student's physical or mental health; substantially interfere with a student's academic performance; or substantially interfere with a student's ability to participate in or benefit from school services, activities, or privileges. (Adapted from the definition of bullying included in the *Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.)*

Due Process Procedures

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

- The student shall be advised of the disciplinary infraction with which he or she is being charged.
- The student shall be entitled to a hearing before an appropriate administrator.
- The student will be able to respond to any charges leveled against him or her.
- The student may provide any additional information he or she wishes for the administrator to consider.
- The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
- 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 activities or sports for one of the time periods described below:
     - A specified period of time or percentage of events, competitions, or practices
     - The remainder of the season or for the next season
     - The remainder of the student's high school career
  b. Sanctions for drug and alcohol violations will be based on the following:

First violation

- Use, possession, buying, selling, 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 successfully completes a school-approved chemical awareness program.
- Attendance at a party or riding in a vehicle where alcohol, cannabis, 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, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or one season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.
- Attendance at a party or riding in a vehicle where alcohol, cannabis, 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, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's high school career.
- Attendance at a party or riding in a vehicle where alcohol, cannabis, and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.
- The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal.

For more information, see the *IHSA Handbook* and reference *Policy 7:240*.

NO PASS/NO PLAY GUIDELINES

In accordance with Illinois State law, students involved in certain activities must maintain a specified academic standard:

Illinois High School Association (IHSA) - Scholastic Standing

3.21 They shall be doing passing work in at least twenty-five (25) hours of high school work per week. (PE can be used as .50 credit class to meet the 25-credit hour requirement. Students must be passing PE in order to use the class towards academic eligibility.)

3.22 They shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school for the previous semester (2.5 credits). Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

3.23 They shall not have graduated from any four-year high school or its equivalent.

3.24 Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.

3.25 Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted credit toward graduation from high school by the local Board of Education.

Activities Governed by No Pass/No Play

- All organizations involved in interscholastic competition;
- Any credit-bearing organization that competes inter-scholastically;
- Performance organizations;
- Major productions;
- Select student government positions: Officers of Class Boards and Student Council.

PRACTICE/MEETING TIMES FOR ACTIVITIES/ATHLETICS/FINE AND PERFORMING ARTS

In order to provide some balance to the student school week, the following are protocols regarding the amount of time students are required to be at school participating in co-curricular activities.

General Guidelines

- Co-curricular activities should be held after school. In the event that it is necessary to schedule a practice, rehearsal or meeting before school due to scheduling and facility issues, nothing can begin before 6:00 a.m. and pre-approval must be granted by the Associate Principal (APAO)/Athletic Director (AD).
- With approved exceptions, co-curricular activities cannot last longer than two hours without the pre-approval of the APSA with the exception of varsity athletics, which can last a maximum of two hours and forty-five minutes inclusive of practice time, film review, weights, etc.
- Regularly scheduled afterschool co-curricular practices, rehearsals or meetings will end by 7:30 p.m. Exceptions can be made with the approval of the APAO/AD for unique situations like dress rehearsals the week of a play, athletic team tryouts, facility conflicts, or a similar situation. In the case of any exception, no practice/rehearsal will go later than 9:30 p.m.
- No team can practice both before school and after school on the same day. All students deserve an opportunity either before or after school to access school resources.
- Afterschool athletic practices will not begin prior to 3:20 p.m. on a regular basis. On occasion, weather and facility needs may require an athletic practice to begin prior to 3:20 p.m., but that would be an exception, not the norm.
- Practice for State competitions can receive special exceptions from the school administration.
- All practices that are 6 hours or longer on non-school days must include a 30-minute meal break within the time given.
- Programs can still host a “group” dinner outside the allotted two hour and forty-five minute time limit.
- Time does not include the setup or the strike of a competition/performance.

SCHOOL/DISTRICT DANCES

All students are expected to attend school on the day of a school-sponsored dance and have a current school ID in order to be permitted to attend these events. If guests are permitted, the dance guest procedures allow a student to bring one guest to dances, provided they submit a completed District 214 School Dance Guest Form prior to the dance.

Guests must be enrolled in a high school. Guests must also present their school ID with a Dance Guest Form. Any school has the right to deny permission to any guest from attending any dance or school-related event.

Students who leave the dance area will not be allowed back in the dance. Students arriving one hour late or more may not attend the dance and there will be no refunds. Students who violate any school rule while attending a dance will be subject to disciplinary action and may be excluded from attending future school dances.

SPECTATOR CONDUCT

The Illinois State Board of Education and the Illinois High School Association require school districts to monitor spectator behavior at all school-sponsored activities. Accordingly, an event supervisor(s) may request any person involved in misconduct to leave the premises and may contact the local police for assistance. The Board of Education has the authority to suspend individuals from attending all school-sponsored activities for up to one year for spectator misconduct.

District Notices and Information

AMERICANS WITH DISABILITIES ACT NOTICE

Township High School District 214 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. Township High School District 214 also does not discriminate on the basis of disability in its hiring or employment practices.

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.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated district ADA and Section 504 compliance coordinator:

Kara Kendrick
Associate Superintendent for Student Services
Township High School District 214
2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7685
7:00 a.m. - 3:30 p.m., Monday-Friday

For more information, please reference *Policy 8:70 - Accommodating Individuals with Disabilities*.

ASBESTOS HAZARD RESPONSE ACT

In accordance with the **Asbestos Hazard Emergency Response Act (AHERA)** and Illinois regulations, District facilities contain asbestos-containing building materials. When properly maintained and left undisturbed, these materials do not pose a health hazard.

The District complies with all federal and state asbestos requirements, including regular inspections, periodic surveillance, required re-inspections, and maintenance of an Asbestos Management Plan for each school.

Copies of each school's Asbestos Management Plan are available for review during normal business hours. For more information or to review the plan, please contact your school office or the Director of Operations at **847-718-7621**.

COMMUNITY USE OF SCHOOL FACILITIES

School facilities are available to community organizations during non-school hours when such use does not:

Interfere with any school function or the safety of students or employees

Affect the property or liability of the School District. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent or designee's approval and is subject to the procedures.

Non-students are prohibited from participating in interscholastic team practices or scrimmages, free play, or conditioning activities. Non-students are prohibited from using district/school facilities except where permitted in this policy. **Students who are not participating in an organized/supervised activity, must leave the school property immediately following their last class of the day.**

For reference, please see *Policy 8:20*.

DISTRICT 214 ADMINISTRATION

- Superintendent..... Dr. Scott Rowe
- Deputy Superintendent..... Kate Kraft
- Associate Superintendent for Teaching and Learning ..... Dr. Bradford Hubbard
- Associate Superintendent for Business Services..... Dr. Justin Attaway
- Associate Superintendent for Student Services..... Kara Kendrick
- Director of Activities, Athletics, and Safety ..... Steve Kolodziej
- Director of Business Services..... Michael Souza
- Director of Community Engagement and Outreach..... Patrick Mogge
- Director of Grants and Special Programs ..... Marcella Reca Zipp
- Director of Human Resources..... Gina Castellano
- Director of Operations ..... Aneta Mistak
- Director of Professional Learning and Student Services ..... Dr. Gabriella Stetz-Jackson
- Director of Technology Services..... Dan Bachar
- Director of Special Education..... Meghan Muldoon Brown
- Director of Student Services..... Mary Kate Smith

DISTRICT 214 BUILDING ADDRESSES

High School District 214
2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7600

Forest View Educational Center
2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7600

Buffalo Grove High School
1100 West Dundee Road
Buffalo Grove, IL 60089
847-718-4000

Elk Grove High School
500 West Elk Grove Boulevard
Elk Grove Village, IL 60007
847-718-4400

John Hersey High School
1900 East Thomas Street
Arlington Heights, IL 60004
847-718-4800

International Newcomer Academy
2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7937

Prospect High School
801 West Kensington Road
Mount Prospect, IL 60056
847-718-5200

Rolling Meadows High School
2901 West Central Road
Rolling Meadows, IL 60008
847-718-5600

The Academy at Forest View
2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7772

Vanguard School
2121 South Goebbert Road
Arlington Heights, IL 60005
847-718-7870

Wheeling High School
900 South Elmhurst Road
Wheeling, IL 60090
847-718-7000

DISTRICT 214 EDUCATION FOUNDATION

The District 214 Education Foundation supports student success, innovation and lifelong learning beyond the limitations of conventional funding for public education.

In a time when one in four District 214 students live in poverty, the Foundation looks for every opportunity to position every single student to reach their full potential -- providing funding, securing resources and building partnerships that ensure our students are prepared for future success as we build stronger schools and stronger communities.

The Foundation is a 501(c)(3) nonprofit organization, and contributions are tax-deductible to the full extent of the law. Giving opportunities are available through one-time or recurring gifts; sponsorships; wills and bequests; scholarships; and more. Join us in funding the future.

For more information on events, initiatives and opportunities, visit *www.214foundation.org* or contact the Foundation Office at 847-718-7708 or foundation@d214.org.

EMERGENCY SUPPORT

District 214 will call 911 to seek emergency support for students under staff supervision when staff determine emergency support is needed. When this occurs, staff will notify parent(s)/guardian(s) as soon as possible considering the need for staff to first address the emergency.

Equal Educational Opportunities

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

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Gender-Based Discrimination is Prohibited

School districts must provide equal educational opportunities to transgender students and gender non-conforming students. Under State law, sex discrimination extends to claims of discrimination based on sexual orientation and gender identity. 775 ILCS 5/5-101(11):23 Ill.Admin.Code §1.240. The Ill. Human Rights Act defines sexual orientation as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(0-1).

Federal law prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). Title IX of the Education Amendments of 1972. According to the U.S. Department of Education's Office for Civil Rights (OCR) and the U.S. Department of Justice, Title IX protects lesbians, gay, bisexual, and transgender students, from gender discrimination. School Board policy 7:10 Equal Educational Opportunities, recognizes the legal requirements described above. These procedures guidance on accommodating transgender students or gender non-conforming students is based on OCR pronouncements.

Gender-Based Bullying and/or Harassment is Prohibited

The School Code prohibits bullying on the basis of actual or perceived sexual orientation, gender-related identity or expression, and/or association with a person or group with one of the aforementioned actual or perceived characteristics. 105 LCS 5/27-23.7(a). The Board policy on bullying and the District's suite of bullying prevention materials must be used to address and resolve peer bullying and harassment of transgender or gender non-conforming students. See *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment*.

For more information, please reference *Policy 7:10*.

PESTICIDE APPLICATIONS

In accordance with Illinois law (105 ILCS 160/ – Pesticide Application at Schools Act), the District provides written notice at least two business days prior to pesticide applications on school grounds.

This requirement applies to indoor and outdoor applications of insecticides, herbicides, rodenticides, and fungicides. Certain products such as disinfectants and bait products are exempt.

Parents/guardians and employees may request advance notification by contacting their school to be added to the District's pesticide notification registry. For more information see *Policy 4:160*

SCHOOL VISITATION RIGHTS ACT (820 ILCS 147/)

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school.

For more information, reference the *School Visitation Rights Act*.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if they have a complaint or believes that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy. The District Complaint Managers are the Associate Superintendent for Human Resources, the Associate Superintendent for Student Services and the Director of Employee Relations.

For more information, reference *Policy 2:260*.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

School property

District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned event or activities.

Visitor

Any person other than an enrolled student or employee.

During the school day, all visitors to school property must report immediately upon entry to the main security vestibule or main office to obtain authorization to remain on campus. Visitors are required to present a valid government-issued photo identification, which will be processed through the District's visitor management system (e.g., Raptor).

After processing, visitors will be issued a visitor badge, which must be worn visibly at all times while on school property. Visitors are required to remain in authorized areas only and may not access other parts of the building without prior staff approval.

All staff members share responsibility for school safety and are expected to politely inquire about or report any individual not displaying proper identification.

Any person on school property without authorization or who fails to comply with these procedures, will be directed to leave immediately and may be subject to trespass enforcement and/or criminal prosecution.

Loitering on or around school property without a legitimate, authorized purpose is prohibited and may result in removal or trespass enforcement.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

During emergency situations, including lockdowns or secure perimeters, access to school property will be restricted to authorized personnel only. Parents/guardians and visitors must follow District emergency and reunification procedures as directed.

The School District expects mutual respect, civility, and orderly behavior among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person;
- Behave in an unsportsmanlike manner, or use vulgar or obscene language;
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon
- or appears to be a weapon, or any dangerous device;
- Damage or threaten to damage another's property;
- Damage or deface school property;
- Violate any Illinois law, or town or county ordinance;
- Smoke or otherwise use tobacco products or electronic cigarettes;
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug;
- Be present on school property while under the influence of, or exhibiting observable signs of, alcohol, cannabis, or other drug use, regardless of when or where the use occurred;
- Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law;
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using technology in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
- Operate a motor vehicle: (a) in an unsafe manner, (b) in excess of 15 miles per hour unless otherwise designated, or (c) in violation of an authorized District employee's directive;
- Engage in any behavior that could endanger oneself or another;
- Fail to comply with other District policies, regulations, or lawful directives from an authorized District employee or security personnel.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a licensed employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s).

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. Law enforcement may be contacted when necessary to enforce removal or address violations of law. The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future admission to Athletic or Extracurricular School Events

Before any person may be denied admission to athletic or extracurricular school events, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

- The date, time, and place of the Board hearing;
- A description of the prohibited conduct;
- The proposed time period that admission to school events will be denied; and
- Instructions on how to waive a hearing.

For reference, see *Policy 8:30*.

Emergency Procedures

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please check the District website (*http://www.d214.org*) or individual school websites that provide the most up-to-date and current information regarding school closings and/or cancellation of co-curricular and evening activities. The district or school may additionally send email and/or phone messages to parent(s)/guardian(s) who have provided current email contact information. Also listen to any local radio or television station to be advised of school closings or early dismissals.

Food and Nutrition Services

MEAL ELIGIBILITY

Students may qualify for free milk/meals. The Free Milk/Meal Benefits Application is in the Infinite Campus Parent Portal under the MORE tab, Meal Benefits. Directions for the Meal Benefits Application can be found here: *https://www.d214.org/o/d214/page/food-and-nutrition-services*

The Department of Food and Nutrition Services can only review complete applications. Fill out all required information. A new application must be submitted each school year.

We will continue to receive Direct Certification files from the DHS. Each student receiving Supplemental Nutrition Assistance Program (SNAP), and/or Temporary Assistance to Needy Families (TANF) from the DHS will be mailed a letter of eligibility for free meals at the end of July from District 214. If you receive one of these letters, you do not need to fill out a Free Milk/Meals program benefits application as well. If you did not receive one of these letters from District 214, please fill out a meal program application online.

Students may qualify for free or reduced milk and/or meals if a household income falls at or below the limits established by the United States Department of Agriculture (USDA) for free meals.

For more information: *https://www.d214.org/o/d214/page/food-and-nutrition-services*

If you have any questions, please contact: District 214 Food and Nutrition Services at 847-718-7638.

LUNCH PERIOD - OPEN & CLOSED CAMPUS

All District 214 schools have closed campus for freshmen during their lunch period for the entire year. Open campus lunch is a privilege that can be earned by sophomores, juniors and seniors. Only students in good standing will be eligible for open campus.

- Parent(s)/guardian(s) must sign a consent form during the registration process for their student to have an open campus lunch.
- Sophomores, juniors, and seniors who have earned open campus lunch are required to have their student ID with them to exit and enter the building during their lunch period. Students that leave campus without their student ID will be subject to disciplinary consequences. The open campus privilege is subject to change.

SCHOOL NUTRITION PROGRAM

The Department of Food and Nutrition Services of Township High School District 214 is managed by Quest Food Management Services. Quest provides the community with fresh, high-quality food, exceptional responsiveness and intensely personal service. By purchasing with the following standards in mind and preparing items so that they are as fresh as possible when served, we support local agriculture, increase nutrition, and intensify flavor. A la carte items are available for purchase daily in the cafeterias and in the vending machines.

Allergens

High School District 214 makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff on the severity of food allergies.

Please be advised that our menu items may contain allergens or may come in contact with items containing allergens. While we take steps to minimize risk and safely handle foods that contain potential allergens, please be advised that cross-contact may occur, as factors beyond our reasonable control may alter the formulations of the food we serve, or manufacturers may change their formulations without our knowledge. The allergen information provided is accurate and up-to-date to the best of our knowledge. It is based entirely on the information provided by our ingredient manufacturers and suppliers.

Prior to consuming our food, individuals with life-threatening food allergies should confirm the ingredient information on the actual label of the products used. High School District 214 will not assume any liability for adverse reactions to foods consumed, or items one may come in contact with while eating at our locations. No allergen information should ever be considered a guarantee, but simply a best-faith effort to serve our customers.

Individuals with food allergies are encouraged to contact their on-site Food Service Director for additional information and support.

PREPAY SYSTEM FOR MEAL SERVICE

Food Service has a computerized debit system in the schools that allows parent(s)/ guardian(s) to establish a prepaid account for school food services. The funds are loaded to the student's photo ID card. The account may be used for breakfast, lunch and a la carte service. After the student has selected their meal choices, they will need to present the student identification card to the cashier.

The computerized system uses the student I.D. card to allow students and parents to establish a prepaid account. The account may be used for breakfast, lunch and a la carte service. At the end of the cafeteria line, after the student has selected his/her meal choices, he/she will need to present the student identification card to the cashier.

There are several ways to establish a prepaid account for your students:

By check or cash

Pay by electronic check on *MySchoolBucks.com* or, to establish a prepaid account for your student by check or cash, a form is included below. Additional forms may be picked up in the school cafeteria or can be printed from the food service department website, under District Departments, Food and Nutrition Service Tab. Complete the form and send it with cash or a check payable to your student's school cafeteria. Hand in to any food service cashier.

By credit card

To set up an online account at *MySchoolBucks.com*, and click on "register for an account". Follow the instructions given to set up your student's account. A convenience fee of $2.75 will be added to your credit card for each deposit made per site. If you have more than one student in the same school, you will be charged only one fee of $2.75 if funds are deposited into each of your students' accounts during the same transaction session. For assistance in setting up or using an account, contact the *MySchoolBucks.com* support team at 1-855-832-5226.

Payments made using checks or cash will be credited to your student's account by the next business day.

Payments made using credit cards at *MySchoolBucks.com* are generally credited to your student's account within 24 hours.

Visa, Master Card and Discover credit cards are accepted as forms of payment.

Information is stored with the *MySchoolBucks.com* website. To ensure the protection of all information stored on the website, all online transactions for *MySchoolBucks.com* are handled with industry standard SSL encryption certified by VeriSign. Additional detailed information can be found on the *MySchoolBucks.com* home page.

The food service cashier will alert a student when the balance is at or below $5.00. No credit will be extended. Students with a zero balance must pay cash for their meals until their account is re-established. Students may ask for the status of their account balance from a cashier any time a transaction is made in the cafeteria. If you are using the online system, you will be notified by e-mail when your student's account is low.

REFUNDS AND BALANCE TRANSFERS

Unused balances will roll over into the next school year for all returning students. Refunds and requests for balance transfer for students graduating or withdrawing is not automatic. Upon written request of a parent/guardian, unused meal funds may be refunded, transferred to another District 214 sibling, or donated to an economically disadvantaged student with a negative food service account balance.

Refunds in the amount of $10.00 or greater will be paid by check to the parent/guardian and mailed to the home address provided, regardless of the method of original payment. Refunds less than $10.00 will be paid in cash by the school cashier and must be processed in person. With the authorization of a parent/guardian, this cash refund can be made to a student. Refunds not requested within one year of graduation or transfer out of the District are forfeited.

Please email the Food Service Department to request a refund or a transfer of funds to a sibling. Include your student's name, ID number, school and name & address for the check refund. For a sibling transfer, please include the name, ID number and school for each student.

PAYRANGE MOBILE VENDING MACHINE APP

The Payrange mobile vending machine app has been implemented successfully at all D214 schools. Students are able to access vending machines without using cash by downloading the Payrange app on their phones. Payrange accepts all major credit and debit cards as well as funds from Apple Pay and Android Pay! Follow the steps below to add money to your Payrange app: 1) Download the app to your smart phone or tablet, 2) Create an account, 3) At the bottom of the screen, click the button "Add funds." Follow the steps to add funds to the account.

Health Services

ANAPHYLAXIS PREVENTION, RESPONSE, AND MANAGEMENT PROGRAM

School attendance may increase a student's risk of exposure to allergens that could trigger

anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using

a cooperative effort among students' families, staff members, students, health care providers,

emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

- Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill. Admin.Code §1.540.
- Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as trained personnel, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
- Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, Administering Medicines to Students.
- Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs and the National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists.
- Provides annual notice to the parents/guardians of all students to make them aware of this policy.
- Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, Board Policy Development, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

ADOPTED: January 2024

For more information, go to the District 214 Health Services website: *http://www.d214.org/district-departments/health-services*

CONCUSSIONS AND HEAD INJURIES SUFFERED BY STUDENTS IN DISTRICT 214

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
   - The Board must appoint or approve members of a Concussion Oversight Team for the District.
   - The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
     – A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
     – A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   - Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
   - A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   - A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
   - The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
   - The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for Implementation of NFHS Sports Playing Rules for Concussion which included its Return to Play Policy (RTP). These specifically require that:
   - A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
   - A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
   - If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided their school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Encourage all student athletes to view the Illinois High School Association's Concussion video at least once during the school year.
4. Inform student athletes and their parent(s)/guardian(s) about this policy in the Agreement to Participate or other written instrument that a student athlete and their parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
5. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

6. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.
7. Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

For reference, see *Policy 7:305*.

For further information, visit the District and/or IHSA websites:

To read the guidelines, click here on the *Head Injury Care and Return to Play Guidelines* District 214 follows when an athlete incurs a head injury.

IHSA Website

ADMINISTERING MEDICINES TO STUDENTS

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

No School District employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student's parent/guardian. No student shall 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 policy and its implementing procedures.

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

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

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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 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.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent of designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of the opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined by State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building principal or designee and/or his or her corresponding school nurse shall maintain the names of the personnel who have received a statement or certification pursuant to State law.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
   - Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
   - Copies of the registry identification cards are provided to the District;
   - That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
   - After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a 7:270 7:270 2 of 4 school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy 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.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

EMERGENCY ADMINISTRATION OF MEDICATION

A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because they require administration of the product during school hours.

STUDENTS WITH DIABETES

A student with diabetes may possess diabetic medications and supplies, provided the student's parent/guardian and physician has completed and signed the Diabetes Medical Management Plan. This plan will be reviewed with relevant school staff and copies will be kept in a place that is easily accessed by the school nurse, trained diabetes personnel, and other authorized personnel.

For more information, reference *Board policy 7:270 - Administering Medicines to Students*, *policy 6:120 - Education of Children with Disabilities*, and the District 214 Health Services website: *https://www.d214.org/o/d214/page/health-services*

HEALTH, EYE AND DENTAL EXAMINATIONS; IMMUNIZATIONS

A student entering and enrolled in Township High School District 214 is required to have on file proof of a physical exam and proof of the appropriate immunization series as required by the School Code of Illinois and the Department of Public Health. The physical examination must have been completed within one year prior to the first day of school.

All incoming students, freshmen, and transfer students will be excluded from school if physical exam and immunization records are not submitted by the first day of school. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to the entry to the school. All children in ninth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Health.

For more information on these requirements, contact the school nurse. The State of Illinois Certificate of Child Health Examination form, proof of School Dental Examination Health form and other commonly requested health forms and information can be found at: *https://www.d214.org/o/d214/page/health-services*

For more information, reference *Policy 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

- *Child Health Exam Form*
- *Proof of School Dental Exam Form*
- *Eye Exam Report*
- *Meningococcal Letter*

HOMEBOUND/HOSPITAL INSTRUCTION

Homebound/hospital instruction is provided to a student when a physician licensed to practice medicine in all of its branches, a licensed physician assistant (PA), or a licensed Advanced Practice Registered Nurse (APRN) determines that the student will: (1) be unable to attend school, for medical reasons, for two or more consecutive weeks, or (2) be absent on an ongoing intermittent basis.

The term "ongoing intermittent basis" is defined as the student's medical condition being of such a nature or severity that it is anticipated that the student will be absent for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences.

A physician's statement must be provided to the District which states the medical need for student absence and length of time the services should be provided. Once this statement is received by the associate principal for student services, educational services can be arranged. If there is no physician restriction on student attendance, there is no eligibility for home/hospital instruction.

The goal of home/hospital instruction is to afford the student experiences equivalent to those afforded to other students at the same grade level. The substance or content of the instruction, generally academic, is to enable the student to remain synchronized with the other students in their class.

Section 14-13.01a of the School Code states, "Children must regularly receive a minimum of one hour of instruction each school day, or in lieu thereof, a minimum of 5 hours of instruction in each school week…unless the attending physician for such a child has certified that the child should not receive as many as 5 hours of instruction in a school week."

For more information, reference *Board Policy 6:150 Home and Hospital Instruction*.

School Fees

The Board of Education approved registration fees for the 2026-27 school year. Fees are $350 for the first child in the household, $250 for the second child in the household, and the third child in the household is $150 Additional students beyond three will not pay a registration fee. Senior students will pay a $40 senior fee.

For the purposes of this policy, "school fees" mean any monetary charge collected by the school or district from a student or the parent/guardian as a prerequisite for the student's participation in any curricular or co-curricular program of the school or district. A school does not impose a "fee" when it requires that students provide their own ordinary supplies or materials (e.g., pencils, paper, notebooks), which are necessary to participate in any curricular or co-curricular program.

"School Fees" include, but are not limited to, the following:

- Charges of required textbooks and instructional materials.
- Charges and deposits collected by a school for the use of school property (e.g., locks, towels, laboratory equipment).
- Charges for field trips made during school hours or made after school hours if the field trip is a required or customary part of a class or co-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).
- Charges or deposits for uniforms or equipment related to varsity and intramural sports or fine arts programs.
- Charges to participate in co-curricular activities.
- Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies).
- Graduation fees (e.g., caps, gowns).
- School records fees.
- Driver's education fees are assessed pursuant to School Code [105 ILCS 5/27-24.2].
- D214 school fees include a technology device and device insurance costs.

"School Fees" do not include:

- Library Fines and other charges made for the loss, misuse, or destruction of school property.
- Charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items.
- Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip).
- Charges for admission to school dances, athletic events, or other social events.
- Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreational programs).
- Optional fees or charges such as parking passes.

PAYMENT OF STUDENT FEES

Township High School District 214 uses an On-Line Registration and Fee Payment Process. Fees will be assessed when registering in the registration portal. At that time you can make a payment using a credit or debit card (MasterCard, Visa or Discover), or you can opt to Pay Later. Payments can also be made via cash, check or money order through the home school main office to complete registration and the payment process.

Should you opt to pay later, you will receive monthly e-mails with the balance of your student(s) account. You can opt to pay these fees in installments through the Infinite Campus parent portal. More about Managing Student Fees can be found here: *https://www.d214.org/o/d214/page/managing-student-fees*

In addition, parent(s)/guardian(s) of students attending alternative schools or programs outside the district must register and pay fees at the home school main office

FAILURE TO PAY SCHOOL FEES

Privileges withheld due to overdue payment of school fees and obligations include, but are not limited to, such items as: prom tickets, parking passes, discretionary purchases such as yearbooks, and/or delay of next year's registration.

WAIVER OF SCHOOL FEES

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

A student shall be eligible for a fee waiver when:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
- The student's parent(s)/guardian(s) are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
- The student is homeless as defined in the *McKinney-Vento Homeless Assistance Act*.

Additional consideration will be given when one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

If you receive Supplemental Nutrition Assistance Program (SNAP), and/or Temporary Assistance to Needy Families (TANF) from the DHS, you will be mailed a letter of eligibility for free meals at the end of July from District 214. If you receive one of these letters, you do not need to fill out a Fee Waiver. If you did not receive one of these letters from District 214, you must complete a fee waiver to be eligible.

WAIVER OF SCHOOL FEES PROCESS

Applications for fee waivers are available on the registration page of your home school's website, as well as the District website, *Fees and Waivers*. All required documents are necessary for the application to be reviewed. Fee waivers need to be delivered and/or mailed to Township High School District 214, Attn: Fee Waiver, 2121 S. Goebbert Rd., Arlington Heights, IL 60005. No fee shall be collected from any parent/guardian seeking a fee waiver in accordance with this policy until they have been notified of the District's decision regarding the request or appeal if one is made.

You are advised that Illinois law 720 ILCS 5/17-6 provides that supplying false information to obtain a fee waiver is a Class 4 Felony. If the amount of the benefit is over $300, it is a Class 3 Felony.

If your request is denied or a subsequent decrease in family income occurs, you may reapply for a waiver anytime during the school year. Fee waivers will be accepted until May 1 of the current school year. Fee waivers after that time will be denied.

A denial of a waiver request may be appealed to the Associate Superintendent for Business Services by submitting a completed appeal form within two weeks of the denial. A decision will be mailed to the parents within thirty (30) calendar days of the receipt of the request. If this appeal is denied, a waiver request may be appealed to the Board of Education by submitting the completed appeal form to the Superintendent within two weeks of the denial. If appealed, the Board of Education will consider such appeals within thirty (30) calendar days of the receipt of the appeal request. A parent/guardian has the right to meet with the Board of Education to explain their reasons for the fee waiver to be granted. The Board will notify the parent/guardian in writing of its decision, including its reasons if it denies the appeal request. The decision of the Board of Education is final and binding.

Special Education and 504s

EDUCATION OF CHILDREN WITH DISABILITIES - POLICY 6:120

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 14 (or has graduated from 8th grade) and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. (Excluding summer school/ESY).

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

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

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

ADOPTED: January 2022

Students attending private or parochial schools located in Township High School District 214's attendance area or students living in the attendance area and being homeschooled may be eligible for certain special education services.

Education of Children with Disabilities - Policy 6:120

INTERPRETER SERVICES FOR IEP AND SECTION 504 MEETINGS

Public school districts are required to take whatever action is necessary to facilitate a parent or guardian's understanding of and participation in IEP and Section 504 meetings. This includes the provision of interpreter services for parent(s)/guardian(s) whose native language is not English or a sign language interpreter for parent(s)/guardian(s) who are deaf or hard of hearing. In the absence of qualified interpreters on staff, school districts may use outside vendors, including telephonic interpreters.

Parent(s)/guardian(s) have the right to request that an interpreter provided by the school district serve no other role during an IEP or Section 504 meeting, and the school district must make reasonable efforts to comply with that request.

To request an interpreter, contact your student's case manager. If you have any questions or complaints about interpretation services, please contact the associate principal for student services.

MEDICAID REIMBURSEMENT

Township High School District 214 will make Medicaid claims for services offered to qualified students. This will be done through a joint agreement between Illinois Department of Public Aid and Illinois State Board of Education. If there are questions or to revoke consent at any time, contact the assistant superintendent for student services at 847-718-7657.

The information in this section serves as annual written notification regarding accessing public benefits and releasing personally identifiable information to the Illinois Medicaid Program.

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent(s)/guardian(s). This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), consent is required for the school system to release information about the child to the Illinois Department of Community of Health program in order to access the child's public benefits. Parent(s)/guardian(s) are entitled to have a copy of any information the school system releases to the state Medicaid program.

If consent has been previously given for Township High School District 214 School System to access the student's public benefits and to release information needed to access Illinois Medicaid funding for services provided through the student's individualized education program (IEP) or health screenings, the school district may release:

- Student's name and Social Security Number;
- Student's date of birth;
- Student's IEP documentation including evaluations;
- Dates and times services are provided to the student at school;
- Reports of the student's progress, including therapist notes, progress notes and report cards.

The student will continue to receive all required IEP services or health screenings at no cost to the parent/guardian. Reimbursed services provided by the Township High School District 214 School System Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which the student is enrolled.

Consent may be revoked at any time. Revoking parent/guardian consent does not change the school district's responsibility to provide all required IEP services or health screenings at no cost.

MISCONDUCT BY 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 Board of Education 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 their disability.

For more information, see *Policy 7:230*.

PROCEDURES FOR RECORDING AT IEP MEETINGS

Recording of IEP meetings shall only be permitted in cases where a parent or guardian requires the recording in order to ensure they understand the IEP proceedings and shall only be used for this purpose. Parent(s)/guardian(s) are otherwise afforded the rights they are entitled to under the IDEA. In such cases, the parent/guardian must provide the district with written notice at least 24 hours prior to the meeting at issue. All participants must be informed when a meeting is being recorded. Any time that a parent/guardian records an IEP meeting, the District will make its own recording of the meeting with its own equipment. Surreptitious recording is prohibited.

Questions or comments about special education services in Township High School District 214 may be directed to the Director of Special Education at 847-718-7550.

For more information, reference *Policy 8:30 - Visitors to and Conduct on School Property*.

REQUEST FOR EVALUATION

If a student has been consistently struggling in school, their problems may be due to a disability that falls under Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act. Referrals for an evaluation may be made by individuals with knowledge of the student's needs and/or educational programming, including teachers, other staff members, parent(s)/guardian(s), etc. The purpose of the evaluation is to determine if the student has a disability and requires special education services or services under Section 504. This evaluation is free of charge. Parent(s)/Guardian(s) can make a request for an evaluation at any time. Requests may be written including the date and reason. This request is to be directed to the student's home school counselor for team consideration. If the student has been identified by a doctor or other professional as having a disability, the information should be included in the request.

If the school determines an evaluation is warranted for the student, an assessment or evaluation team, consisting of parent/guardian and persons knowledgeable about the student, will conduct an individual evaluation of a student initially referred for IDEA or Section 504 evaluation. Parent/Guardian consent will be obtained prior to the evaluation completed by the school. The team will review all submitted documentation, past records, current teacher reports and tests as a part of the student's evaluation. Additional evaluation tests will be conducted by the school if deemed necessary. If a parent/guardian declines consent for an evaluation, the school district may (but is not required to) use hearing procedures to seek to override the denial of consent.

If the school declines to evaluate the student, the district will provide written notice to the student's parent/guardian of procedural safeguards, including the parent's/guardian's right to challenge the school's refusal to evaluate the student.

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 this Code, may qualify for services 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.

Parent(s)/Guardian(s) have the right to be involved in each step of the evaluation and placement process. For additional information about parent/guardian rights under IDEA go to: http://www.isbe.net

SECTION 504 RIGHTS AND PROCEDURES

Section 504 of the Rehabilitation Act of 1973 and its implementing regulations prohibit discrimination on the basis of disability by any program or activity that receives or benefits from federal funding. Section 504 requires that disabled students be provided with a free appropriate public education including education with non-disabled peers to the maximum extent appropriate.

The following procedures apply regarding the evaluation, identification, and provision of services to the students under Section 504:

I. Definition of Qualified Individual with a Disability Under Section 504

A person has a disability within the meaning of Section 504 of the Rehabilitation Act of 1973 if they have a mental or physical impairment, has a record of such impairment, or is regarded as having such an impairment, which substantially limits one or more major life activities. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures (except for ordinary eyeglasses or contact lenses).

Major life activities include, but are not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function.

II. Prohibition Against Discrimination

No qualified individual with a disability under Section 504 shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination in any program or activity. It is the intent of Township High School District 214 to identify, evaluate and provide appropriate education aids and services to meet the needs of students who are qualified individuals with disabilities under Section 504.

III. Designation of Responsibility

It is the responsibility of the District to provide a free appropriate public education to each qualified student with a disability who is a resident of the District regardless of the nature or severity of the student's disability.

IV. 504 Evaluation

Referrals for consideration for Section 504 eligibility may be made at any time. A referral must be made in writing and dated at the time the request is made, including the reason for the referral. Referrals may be made by individuals with knowledge of the student's needs and/or educational programming, including teachers, other staff members, parent(s)/guardian(s), etc.

Referrals should be directed to the home school 504 coordinator or designee for consideration. The coordinator or designee can be notified by contacting the home school student services department.

An assessment or evaluation team, consisting of persons knowledgeable about the student, will conduct an individual evaluation of a student initially referred for a Section 504 evaluation. If the District declines to evaluate a child under Section 504, it will provide notice to the child's parent(s)/guardian(s) of procedural safeguards, including the right to challenge the District's refusal to evaluate the child under Section 504. The designated team will review all submitted documentation, current teacher reports, past records and tests. Additional evaluation tests will be conducted by the District if deemed necessary. Parental/guardian consent will be obtained prior to the initial evaluation completed by the District. If a parent/guardian declines consent for an initial evaluation, the school district may (but is not required to) use hearing procedures to seek to override the parent(s)/guardian(s) denial of consent.

For additional 504 information, go to: *https://www.d214.org/page/section-504-parent-and-student-rights*

SPECIAL EDUCATION TRANSFERS

Special education students who transfer either between schools within Township High School District 214 or from schools in other districts, will be admitted and will receive service in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

Student Behavior

BUS CONDUCT

The Bus Conduct Policy 7:220 pertains to any district-provided transportation:

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

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

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

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternative 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.

Electronic Recordings on School Buses

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

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

For more information, see *Policy 7:220*.

DISTRIBUTION OF OBSCENE OR LIBELOUS MATERIAL

Distribution in school of material that is obscene or libelous is prohibited. Distribution in school includes distribution on or adjacent to school property or at school-related activities. Obscene material is that which an average person, when viewing the material as a whole and applying community standards for children of a relevant age, would find to depict or describe sexual conduct in an offensive way, appeal to prurient interest, and lack serious literary, artistic, political or scientific value. Libelous material is that which tends falsely to injure the reputation of another. Students who distribute such material or who write or publish such material for distribution engage in gross disobedience and misconduct and will be disciplined in accordance with district policy. In the event the distribution took place outside of school but leads to disruption in the learning environment or school building, students will be disciplined in accordance with district policy.

EXPULSION PROCEDURES

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

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

The Superintendent or designee may, upon the request of the parent(s)/guardian(s) of a student suspended or expelled for any reason, place the student in an alternative school program established under Illinois School Code (105 ILCS 5/2-3.13a).

For more information, see *Policy 7:210*.

GANGS AND GANG-LIKE ACTIVITY/BEHAVIOR PROHIBITED

Gangs and gang-like activities/behavior are prohibited on school property or at any school-related activities. The visibility of gang and gang-like activities/behavior causes a substantial disruption and /or material interference to the educational process as well as school activities of District 214.

Gangs may be defined as any ongoing organization, association, or group of two or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts of violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Gang and gang-like activities/behavior as used in *policy 7:190* shall mean, but is not limited to, the following:

- Any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to affect the common purpose and design of any gang, including without limitation, recruiting students for membership in any gang and threatening or intimidating other students or employees;
- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other item which is representative of membership or affiliation in any gang;
- Demonstrating verbal or nonverbal behavior representative of membership or affiliation in any gang, such as:
  - Intimidating, recruiting, or congregating to illustrate solidarity;
  - Harassing;
  - Making gestures or handshakes;
  - Possessing or creating slogans or drawings;
  - Using inappropriate verbal expressions/comments.
- Committing any act which furthers gang or gang-like activity/behavior such as:
  - Soliciting others for membership in any gang;
  - Encouraging other students to act with physical violence and /or act with intimidation upon any other person;
  - Using electronic devices to access information associated with gangs, which is not part of a curricular assignment. All violations will be referred to local police via the division head for student success, safety and wellness or other administrator, e.g. principal.

Consequences or interventions shall include, but are not limited to, one of the following:

- Formal warning;
- Referral to outside community agencies;
- Loss of privileges;
- Removal from co-curricular and athletic activities;
- Alternative to suspension;
- Suspension;
- Expulsion;
- Arrest for criminal offense.

HARASSMENT OF STUDENTS PROHIBITED

No person, including a 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

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265 Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

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, a Complaint Manager, 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.

Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review reports according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:
Kate Kraft
Deputy Superintendent
2121 South Goebbert Road
Arlington Heights, IL 60005
kate.kraft@d214.org
847-718-7647

Complaint Managers:
Felix Negron
Employee Relations Supervisor
2121 South Goebbert Road
Arlington Heights, IL 60005
felix.negron@d214.org
847-718-7651

Kara Kendrick
Associate Superintendent for Student Services
2121 South Goebbert Road
Arlington Heights, IL 60005
kara.kendrick@d214.org
847-718-7685

The Superintendent shall use reasonable measures to inform staff members and students of this policy, by including:

- For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
- For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of 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.

For any report or complaint alleging sex-based harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under *policy 2:265, Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under *Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under *policy 2:265, Title IX Grievance Procedure* or *2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies *2:260 Uniform Grievance Procedure* and/or *7:190, Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to *policy 5:90, Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under *policy 2:265, Title IX Grievance Procedure*, or *policy 2:260, Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. 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 context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies *2:260, Uniform Grievance Procedure*, and *policy 2:265, Title IX Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

For more information, see *Policy 7:20*.

INTERNET SAFETY

The Board of Education of Township High School District 214 ("Board") has adopted the following policy in accordance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (P.L. 106-554).

This policy provides for the monitoring of the online activities of minors, and addresses the following areas:

- use of technology measures to restrict minors' access to materials harmful to minors and/or inappropriate;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- unauthorized access, including so-called "hacking," and other unlawful activities by minors online; and
- unauthorized disclosure, use and dissemination of personal information regarding minors.

Section I. - Curriculum

By being connected to the Internet, students and staff have potential access to electronic mail communication; to information via the World-Wide Web; and to various research sources including certain university library catalogs, the Library of Congress, and other research databases. Access to the Internet and Township High School District 214's (the "District's") network is a privilege and is not a public forum for general use. Employees and students may load District-assigned student work onto the District's network. However, employees and students shall not load onto the District's network or Internet any unlawful, inappropriate, or copyrighted works that are not in accordance with fair use guidelines. Employees will not use personal social networking sites to communicate/interact with students. The Board disclaims any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board disclaims responsibility for any information that may be lost, damaged or altered or unavailable when using the District's network. Employees and students shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.

Section II. - Use of Technology Protection Measures

It is the policy of the Board of Education, through the use of internet filtering or blocking devices, to comply with the Children's Internet Protection Act. Such filtering or blocking device shall be used on all District computers with internet access and during all use of such computers, except as specifically provided below.

It shall be the responsibility of the administration of the District to assess those filtering or blocking devices available for use and to determine the filtering device most effective and appropriate for the School District's needs.

The Superintendent or Superintendent's designee may, on a case by case basis, authorize the disabling of filtering or blocking devices to permit adults to engage in bona fide research or for other lawful purposes. Disabling requests will not be granted if the Superintendent determines that the potential harm or disruption incident to the request outweighs its educational or professional benefit.

All online activities of students and minors may be monitored by those school officials with direct supervisory responsibility for those activities. In addition, school officials may monitor students' and minors' online activities on District computers when not under the direct supervision of school staff. Such monitoring may consist of (i) direct observation of online activities; (ii) review of internet logs and other use records; (iii) generation of internet activity reports or summaries; or (iv) any other method that the Superintendent determines provides for the effective review and monitoring of online activities.

Section III. - Access to Inappropriate Materials on the Internet and the World Wide Web

It is the policy of the Board, to the extent permitted by law, to limit access by minors to inappropriate matter on the Internet and the World-Wide Web. This policy shall be accomplished through (i) the use of the filtering or blocking devices described in Section II, (ii) enforcement of the District's responsible use of technology policy, and (iii) providing education and counseling to minors and students who use the District's computer system regarding the proper use of internet resources.

Section IV. - Electronic Mail, Chat Rooms, Social Networking Websites, and Other Forms of Electronic Communications

It is the policy of the Board to ensure the safety and security of minors when using electronic mail, chat rooms, social networking websites, and other forms of direct electronic communications. For this purpose, school officials may regularly review minors' online and internal communications on the District's computer network to assure the safety of students and

minors. School officials may further communicate to minors, through the District's student handbook, its acceptable use policy, or other means, information regarding the safety risks raised by online communications and appropriate practices to protect against these risks.

Student use of social media and technologies for school purposes or in a manner that is considered to have a nexus to the District or the school are subject to disciplinary action in accordance with existing board policies, the student discipline code and the responsible use policy.

Section V. - Cyberbullying, Hacking, Unauthorized Access, and Unlawful Activities of Minors Online

Minors who use the District's computer network shall be permitted to do so only for authorized purposes and for lawful activities. This policy applies to (i) access to the District's own computer network, and (ii) access by minors to other networks and computers when using the District's network. School officials may communicate these restrictions to minors through the District's student handbook, responsible use policy, or other means. Unlawful or unauthorized online activities are identified as forms of misconduct subject to discipline under the School District's student discipline code.

Section VI. - Unauthorized Disclosure, Use and Dissemination of Personal Information

It is the policy of the District, consistent with State and Federal student records laws, to protect students and minors against the unauthorized disclosure, use and dissemination of personal information through the District's computer system. Users of the District's computer system shall be prohibited from disclosing personally identifiable information regarding students or minors outside the District's computer system, except in specifically authorized instances. This prohibition shall apply to all electronic communications either directed to non-District computers or accessible to non-District users, such as web page postings and other internet-accessible files.

Section VII. - Definitions

Terms used in this policy shall have the meanings set forth in the Children's Internet Protection Act. The use of the term "Internet" or "network" in this policy refers to all information accessed through the District's network from the various sources as identified above and any and all information accessed using the District's means of access.

For more information, please see *Policy 6:235*.

LOCKERS - HALL AND PHYSICAL EDUCATION

All lockers are school property made available for student use. Hall lockers and physical education lockers are assigned to students at the beginning of each school year and students are responsible for their assigned locker. Students are not permitted to share lockers. Students are not allowed to write on the inside or outside of their lockers.

The school administration reserves the legal right, according to State law (105 ILCS 5/10-22.6), to open and search any locker and any personal effects contained within the locker. The display of obscene buttons, medallions, insignias, posters or pictures or any material dedicated to the mistreatment or harassment of any racial, religious, or other group will not be tolerated. There will be periodic locker checks.

MISCONDUCT BY 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 Board of Education 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 their disability.

For more information, please see *Policy 7:230*.

PERSONAL CELL PHONES AND ELECTRONIC DEVICES

The possession and use of personal cell phones and other electronic devices are subject to the following protocols:

- The use of cell phones and other electronic devices is prohibited in academic spaces. Cell phones must be put away and unused during instructional time.
- Cell phones must be turned off or silenced during instructional time unless: (a) the teacher grants permission for them to be used; (b) the use of the device is provided for in a student's IEP, 504, or health plan; or (c) the device is needed during an emergency.
- Proper use of cell phones will be permitted in common areas such as the cafeteria, hallways, and media center.
- Cell phones may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- Students shall be personally responsible for the security of their personal cell phone or other electronic device. The district assumes no responsibility for theft, loss, or damage of such devices.
- Students who fail to comply with the policy and procedures regarding the possession and use of cell phones and other electronic devices may be subject to interventions, search and/or disciplinary consequences.
  - Consequences for violating the Academic Integrity Policy are separate from, and in addition to, those assigned with violating the Electronic Devices Policy and Procedures.
  - Students using electronic devices for unlawful purposes including but not limited to bullying, hate speech, and intimidation will be disciplined according to the district's standard discipline policy and/or referred to law enforcement agencies, where appropriate.
  - Disciplinary consequences will be considered for any students using electronic devices, including a cell phone, or any other electronic device to take or transmit digital photographic images, pictures, audio recordings, or movies of an individual or individuals without their consent anywhere on school grounds or during a school- related activity. Per Illinois Criminal Code (720 ILCS 5/26-4), it is unlawful for any person to knowingly videotape, photograph, or film another person without that person's consent in locker rooms, changing rooms, restrooms, etc.
  - Electronic devices may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched by law enforcement upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

PERSONAL TECHNOLOGY AND SOCIAL MEDIA; USAGE AND CONDUCT

Definitions

Includes means "includes without limitation" or "includes, but is not limited to."

Social media: Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.

Personal technology: Any device that is not owned or leased by the District or otherwise authorized for District use and:

(1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, and other devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

- Adhere to the high standards for Professional and Appropriate Conduct required by policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest, at all times, regardless of the ever- changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; and 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
- Choose a District-provided or supported method whenever possible to communicate with students and their parents/ guardians.
- Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
- Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
- Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, Abused and Neglected Child Reporting.
- Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, Responsibilities Concerning Internal Information. For District employees, proper approval may include implied consent under the circumstances.
- Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
- Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
- The device may be removed from the network if it is not fully protected with an approved virus and antimalware system. There are no warranties or guaranteed network access by a personal device.
- Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
- Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of 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 this policy.

SUPERINTENDENT RESPONSIBILITIES

The Superintendent shall:

- Inform District employees about this policy during the in-service on educator ethics, teacher- student conduct, and
- school employee-student conduct required by *policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. Direct Building Principals to annually:
  - Provide their building staff with a copy of this policy.
  - Inform their building staff about the importance of maintaining high standards in their school relationships.
  - Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
- Build awareness of this policy with students, parents, and the community.

- Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law.
- Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

For more information, please see *Policy 5:125*.

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 goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from the military, order of protection status, ancestry, age, religion, physical or mental disability, order of protection 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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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:

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

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

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

- The District uses the definition of bullying as provided in this policy.
- Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
- Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator; Building Principal; Assistant Building Principal; Dean; a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parent(s)/guardian(s), who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:
Kate Kraft
Deputy Superintendent
2121 South Goebbert Rd., Arlington Hts., IL 60005
847-718-7647
kate.kraft@d214.org

Complaint Managers:
Kara Kendrick
Associate Superintendent for Student Services
2121 South Goebbert Rd., Arlington Hts., IL 60005
847-718-7685
kara.kendrick@d214.org

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

- The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or their designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

- The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
- A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
- The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parent(s)/guardian(s).
- The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parent(s)/guardian(s), students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
- Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - The frequency of victimization;
  - Student, staff, and family observations of safety at a school;
  - Identification of areas of a school where bullying occurs;
  - The types of bullying utilized; and
  - Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes.

Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

- The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - *2:260, Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - *2:265, Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Act of 1972.
  - *2:270, Discrimination and Harassment on the Basis of Race, Color, National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
  - *6:60, Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - *6:65, Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - *6:235, Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - *7:20, Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - *7:185, Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - *7:190, Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - *7:315, Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

For more information, reference *Policy 7:180 - Preventing Bullying, Intimidation, and Harassment*, and *Board Policy 7:20 - Harassment of Students Prohibited*.

Any reports of bullying, intimidation or harassment will be kept confidential to the extent possible given the need to investigate the reported complaint. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to suspension and expulsion consistent with the school and district's discipline policy. Parent(s)/guardian(s) of students who have engaged in the above behavior will be notified.

Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

RESTRICTIONS ON PUBLICATIONS

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, and websites.

Student journalists must:

- Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
- Produce media based upon professional standards of accuracy, objectivity, and fairness;
- Review material to improve sentence structure, grammar, spelling, and punctuation;
- Check and verify all facts and verify the accuracy of all quotations;
- In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
- Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

- Is libelous, slanderous, or obscene;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or State law, including the Constitutional rights of third parties; or
- Incites students to:
  - Commit an unlawful act;
  - Violate any of the District's policies; or
  - Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

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:

- Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- 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;
- 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 Student Handbooks;
- Is reasonably viewed as promoting illegal drug use;
- 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
- 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.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to *Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For more information, see *Policy 7:315*.

SEARCH AND SEIZURE

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

School Property and Equipment as well as Personal Effects Left 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.

This paragraph applies to vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of their vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent or designee.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parent(s)/guardian(s) of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

- School officials may not request or require a student or their 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.
- 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.

For more information, please see *Policy 7:140*.

SMOKING AND VAPING PROHIBITED

No person is permitted to smoke, use, or possess vaping devices of any type on campus, anywhere in the school building, or at any school-related functions. According to State law, the use of tobacco of any type, in any manner, is prohibited at all times. It is illegal for students under the age of 21 to possess tobacco at any time in accordance with district policy, village ordinance, and State law. This includes chewing, smoking, or holding a cigar, cigarette, electronic cigarette or pipe, lit or unlit.

STUDENT APPEARANCE - POLICY 7:160

Dress Code

Township High School District 214 student dress code supports equitable educational access and does not reinforce stereotypes or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, or cultural observance.

The district does not prohibit hair styles historically associated with race, ethnicity or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

We expect that all students dress in a way that is appropriate for learning. Student attire should not interfere with the health or safety of any student or contribute to a hostile or intimidating atmosphere for anyone. The District believes that the responsibility for a student's attire resides with the student and parent/guardian(s). Any restrictions must be necessary to support the overall educational goals of the school and must be explained within this dress code.

The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or characteristic or category protected under the Illinois Human Rights Act, 775 ILCS/5/1-103 (Q).

Students Must Wear:

- A **Shirt**: fabric in the front, back, and sides under the arms (faces must be visible to school staff and dresses are acceptable), AND
- A **Bottom**: pants/sweatpants/shorts/skirt/dress/leggings/skorts AND
- **Shoes**: Covering the bottom of the foot including, but not limited to sandals, gym shoes, flip flops, and boots. Anything with wheels or blades are not allowed.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are covered with a non-transparent fabric. As used in this set of guidelines, the word "clothing" includes accessories. Hats and hoodies are acceptable as long as they do not obscure the face.

Students Cannot Wear:

- Violent language or images.
- Images, language depicting, or promoting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Bathing suits (except as required in class or athletic practice).
- Accessories that could be used as a weapon.
- Helmets or headgear that obscures the face (except as a religious observance or if medically necessary).
- Sunglasses (unless medically necessitated)
- Clothing/attire misappropriating a particular gender, ethnicity, race, or religion

Dress Code Enforcement:

- Students in violation should be referred to the Division Head of Student Success, Safety, and Wellness, and will be given multiple options to be dressed to code.
- No student should be disproportionately affected by dress code enforcement because of gender identity or expression, race/ethnicity, sexual orientation, cultural or religious identity, body size, body maturity or household income.
- Student athletes may follow IHSA guidelines when athletic dress conflicts with the contents of the dress code.

For reference, please see *Policy 7:160*.

STUDENT BEHAVIOR

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
  - Any illegal drug or 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).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - 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's 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.
  - 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.
  - 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 tablet or powdered form.
  - "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.
  - 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.

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 had the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced 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.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, submission of work created or derived from artificial intelligence (AI), passed off as one's own work, and wrongfully obtaining test copies or scores.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 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 their duties or employment status or status as a student inside the school.

- Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of 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.

Student threats or perceived threats to students, staff or property will require a threat assessment, which may include interviews, involvement of security or school resource officers, and mental health assessments, if appropriate.

The Superintendent or designee shall ensure that the parent/guardian of a student who engages in threatening or aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
- After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges in accordance with *Board policy 7:220, Bus Conduct*.
- Out-of-school suspension from school and all school activities in accordance with *Board policy 7:200, Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.

- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Isolated Time Out, Time Out, and Physical Restraint

The use of isolated time out, time out, and/or physical restraint, as defined in 105 ILCS 5/10-20.33 and 23 Ill. Admin. Code §1.285, by School District staff is prohibited.

"Isolated time out" or "time out" does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

"Restraint" does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and that are designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another person or damage to property.

The District will prioritize the use of positive student behavior supports and crisis de-escalation strategies to address student behavior. If a student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, the District may contact emergency responders for assistance.

Weapons

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

- A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
- A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that they (1) observe any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under their supervision, (2) observe or have reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observe a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent; Building Principal; Assistant Building Principal; or Division Head for Student Success, Safety and Wellness is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

For reference, please see *Policy 7:190.*

SUSPENSION PROCEDURES

In-School Suspension

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

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

Out-of-School Suspension

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

- A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before they may be suspended.
- A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- An attempted phone call to the student's parent(s)/guardian(s).
- A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or their act of gross disobedience or misconduct; and
  - Depending upon the length of the out-of-school suspension, include the following applicable information:
    - For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - A threat to school safety, or
      - A disruption to other students' learning opportunities.
  - For a suspension of 4 or more school days, an explanation:
      - That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - That the student's continuing presence in school would either:
        - Pose a threat to the safety of other students, staff, or members of the school community, or
        - Substantially disrupt, impede, or interfere with the operation of the school.
  - For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of their suspension.
- A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

At the discretion of the school administration, alternative/reduction of suspension opportunities may be offered. These opportunities are designed to be educational and therapeutic in nature.

In the event a student's behavior creates a potentially dangerous situation for him/herself or others or a student violates the substance abuse policy, a student may be removed from academic class for all or part of a term and/or lose privileges including, but not limited to, open lunch, open study, enrollment in behind-the-wheel component of the driver's education program, enrollment in class(es) with dangerous equipment (i.e., automotive, woods class), on-campus parking, and overnight field trips and excursions.

For more information, see *Policy 7:200*.

TECHNOLOGY GUIDELINES

District 214 fully supports the principle of digital citizenship, in other words the norms of appropriate, responsible behavior with regard to technology use. Throughout the District 214 curriculum, students will receive instruction regarding responsible use practices to be successful citizens in our rapidly changing digital society. These practices include norms for communication and etiquette, information literacy, and the appropriate ethical and legal understanding to engage in 21st century learning.

The following sections of this handbook detail the District 214 expectations for appropriate use of technology and the consequences that apply to students who fail to meet those expectations.

District 214 provides Internet access to its students and staff. Responsible use procedures and guidelines are provided to each student through the registration process and govern websites and social media sites including, but not limited to, Twitter, Facebook, YouTube, Instagram, LinkedIn, and Snapchat. The responsible use procedures and guidelines will outline general responsibilities and expectations that accompany Internet access and accounts using District 214 networks and facilities. Inappropriate use will result in loss of privileges and other appropriate consequences.

Students who wear Meta Glasses or other smart eyewear devices must have a valid prescription on file with the school nurse prior to use during the school day.

Use of wearable smart technology, including but not limited to Meta Glasses, is subject to the following restrictions:

- Privacy Violations: Using wearable technology to take photographs or record video/audio in locker rooms, restrooms, or private offices is strictly prohibited. Per *Policy 7:190*, this constitutes a major disciplinary infraction.
- Non-Consensual Recording: Recording any student or staff member without their express permission is prohibited. This includes "vlogging" in hallways or classrooms.
- Academic Dishonesty: Wearing smart glasses during any test, quiz, or formal assessment is prohibited. Using these devices to capture test content or communicate with outside parties is a violation of the Academic Integrity policy.
- Illinois is a "Two-Party Consent" state. This means it is illegal to record a private conversation without the consent of all parties involved. In a school setting, using smart glasses to record conversations without consent or to capture images or audio in private areas may not only violate school rules but may also constitute a felony-level eavesdropping offense.

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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

- Fully implements and enforces each of the following Board policies:
  - *2:260, Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if they believe that the School Board, its employees, or its agents have violated their rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - *2:265, Title IX Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes, but is not limited to sexual assault, dating violence, domestic violence, and stalking.

  - *7:20, Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
- Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - The Nondiscrimination Coordinator; Building Principal; Assistant Building Principal; Division Head for Student Success, Safety and Wellness; or a Complaint Manager identified in policy *7:20, Harassment of Students Prohibited*.
- Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in *Board policy 6:60, Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with *Board policy 6:65, Student Social and Emotional Development*.
- Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator; Building Principal; Assistant Building Principal; Dean; or a Complaint Manager.
  - Notifies students and parent(s)/guardian(s) of this policy

For more information, please see *Policy 7:185*.

TITLE IX HARASSMENT GRIEVANCE PROCEDURE

Discrimination on the basis of sex, including sex-based harassment, affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual discrimination is an important District goal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education programs or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) including against applicants for employment, students, parent(s)/guardian(s), employees, and third parties.

Title IX Sex Discrimination Prohibited

Sexual discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee or agent, or student, violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

- A District employee, agent or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or implied conditions the provision of an aid, benefit, or service on a person's participation in an unwelcome sexual conduct; or
- Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or 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
- Sexual assault, dating violence, domestic violence, or stalking as defined in 34 CFR 106.2.

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

Definitions from 34 C.F.R. §106.30

Complainant means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination.

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Respondent means a person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Making a Report

A person who wishes to make a report under this policy may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:
Kara Kendrick
Associate Superintendent for Student Services
2121 South Goebbert Rd.
Arlington Heights, IL 60005
kara.kendrick@d214.org
847-718-7685

Processing and Reviewing a Report or Complaint

Upon receipt of a report of conduct that reasonably may constitute Title IX Sex Discrimination, the Title IX Coordinator and/or designee shall offer and coordinate supportive measures, as appropriate, for a Complainant.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies *2:260, Uniform Grievance Procedure*; *5:10, Equal Employment Opportunity and Minority Recruitment*; *5:20, Workplace Harassment Prohibited*; *5:90, Abused and Neglected Child Reporting*; *5:120, Employee Ethics; Conduct; and Conflict of Interest*; *7:10, Equal Educational Opportunities*; *7:20, Harassment of Students Prohibited*; *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment*; *7:185, Teen Dating Violence Prohibited*; and *7:190, Student Behavior*, to determine if the allegations in the report require further action under these policies.

Reports of alleged Title IX Sex Discrimination will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of Title IX Sex Discrimination.

Title IX Complaint Grievance Process

When a Formal Title IX Sex Discrimination Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

- Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual discrimination, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent.
- Require an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.
  - Receive training on the definition of sexual discrimination, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
- Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
- Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Include reasonably prompt timeframes for conclusion of the grievance process.
- Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
- Base all decisions upon the preponderance of evidence standard.
- Include the procedures and permissible bases for the Complainant and Respondent to appeal.
- Describe the range of supportive measures available to Complainants and Respondents.
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in Title IX Sex Discrimination 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 District student who is determined, at the conclusion of the grievance process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding Title IX Sex Discrimination will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using *Board policy 2:260, Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

For reference, see *Policy 2:265*.

Student Information and Services

ACCESS TO STUDENT DIRECTORY INFORMATION BY MILITARY RECRUITERS

Student directory information consists of, for the purposes of this section only, students' names, addresses, and telephone numbers.

Parent(s)/guardian(s) and students may request this directory information not be released without their prior approval. Parent(s)/guardian(s) and students are notified of this option during the District registration process. The directory information of students for whom such a request has been made will not be provided to military recruiters. (Legal reference: 105 ILC5/10-20.5a)

EMANCIPATED YOUTH

Any student who is 18 years old may establish their own residency in Township High School District 214. Marriage or a court action is needed to establish emancipation of students under 18. These admissions follow the usual school guardianship procedures.

FOREIGN EXCHANGE STUDENTS

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

The Board of Education may limit the number of exchange students admitted in any given year and reserves the right to deny admission to any foreign exchange student as long as the denial is not based on the applicant's race, color, gender, religion, or nationality. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students. Foreign exchange students are not eligible to walk the stage at graduation or receive a District 214 diploma.

For a foreign exchange student to be admitted, the District or sponsoring cultural exchange organization must be willing to resolve problems that may arise between the student, host family, and/or District, including the changing of host families to address personal difficulties, health, or safety concerns. Additionally, students participating in a foreign exchange program may be denied entrance, even after the application has been approved, to address the health and safety of students, staff, and the community.

Township High School District 214 has no control over the choice of a program of foreign study for Township High School District 214 students who go abroad to study. It is recommended that students, parent(s)/guardian(s), and staff members of the District be guided by the foreign exchange procedures, where applicable, in making a choice of a foreign study program.

For more information, reference Policy 7:50 - School Admissions and Student Transfers To and From Non-District Schools.

HOMELESS STUDENTS

Students who are experiencing housing insecurity may qualify for benefits under the McKinney-Vento Education for Homeless Children and Youth program. Many different living situations can qualify a student for aid: For more information or for assistance, please contact your building's McKinney-Vento liaison or visit:

https://www.d214.org/page/health-and-wellness-community-resources.

IDENTIFICATION CARD (ID)

Students must carry their ID card during the school day and at school-sponsored functions. This card serves as a bus pass, library card, and Food Service card. Students can go to the attendance office to replace a lost ID card; a $5 replacement fee will apply.

LIABILITY

Personal Property

Items of personal property are brought to school at the owner's risk. Township High School District 214 is not liable for any losses incurred by staff, students, or the general public regardless of the reason or circumstances. Refrain from wearing or bringing expensive items to school. Students who bring high-value items to school take on a significant responsibility for keeping their belongings secure. It is unfair and illegal for district staff members to search groups of students for the possibility of finding a lost item. All losses should be reported in the attendance office with the School Resource Officer (SRO).

District Owned and Issued Property

Township High School District 214 has a 1:1 iPad Program. The registration fee includes an iPad Protection Plan. The plan covers "accidental damage" to the device and is designed to limit a family's financial responsibilities for any damages as described in the protection plan (http://www.d214.org/departments/ipad-resources).

It is important to know about Illinois Criminal Code 720 ILCS 5/16-1. If government property costs are or exceed $500 and the property is not returned, or is returned in damaged condition, it is a Class 3 Felony. If government property costs are less than $500 it is categorized as a Class 4 Felony.

PROCEDURE TO REQUEST TRANSCRIPTS AND/OR IMMUNIZATION RECORDS

Transcripts:

All District 214 schools now use Parchment Exchange, an eTranscript provider for alumni.

Official Transcripts: Current students will use SchooLinks for all their transcript requests. Non-enrolled students and alumni access the Parchment portal through the school websites, create an account, request official transcripts and monitor the document submission in their online account. Official transcript requests for students will be free. Non-enrolled students and alumni will be charged $11.65 per transcript. Payments must be made online through the Parchment account. Students and alumni requesting official transcripts should visit their home school website.

- Please note that official transcripts will not be sent for seniors through SchooLinks until transcripts are verified, usually 2-3 weeks after the conclusion of the school year.
- Unofficial Transcripts: Oftentimes scholarships, insurance companies and college coaches do not require official transcripts. Current students can download or print copies of unofficial transcripts from their Infinite Campus portal for these purposes.

Immunization Records:

Individuals will be charged according to the following schedule for a copy of the immunization record:

Current students should request, complete and submit an Immunization Record Request Form with the school registrar. No fees are required for these requests.

Non-enrolled students and alumni access the Alumni Immunization Request Form through the Parchment portal. They must also submit a copy of their driver's license and pay a processing fee for each copy of the immunization record.

Contact the registrar in your home school with any questions.

RESIDENCE

Resident Students

A student must reside in the Township High School District 214 attendance area in order to be entitled to a tuition-free education in the district. A student is presumed to be a resident if they live with a natural parent who resides at a full-time home in the district. The student is also presumed to be a resident if they live with a legal guardian or is under the physical custody and control of an adult resident, so long as the guardianship and/or living arrangement is not maintained solely for the purpose of obtaining a free education in district schools. A comprehensive residency affidavit questionnaire is required to be completed in all non-traditional residency situations.

As part of the registration process, parent(s)/guardian(s) of freshman students are required to present an original birth certificate. Residency must also be verified. For students enrolled prior to April 15, an electronic residency verification process will be utilized. If residency cannot be verified electronically, parent(s)/guardian(s) will be required to provide proof of residency. Parent(s)/guardian(s) of students new to the district who enroll any time after April 15 will be required to provide proof of residency and provide an original birth certificate prior to registration at the home school.

Students must register at the District 214 school within their residential boundaries. To ensure taxpayer resources are properly allocated, District 214 now conducts annual residency verification. A third-party vendor will verify addresses by cross-checking with public databases like utility companies. Most families will be verified electronically, and upon confirmation, an email will be sent to the household, eliminating the need for additional paperwork.

Parents/guardians of students who change their residence shall immediately notify the school of such change and provide proof of residency for their new residence address.

A person who knowingly or willfully presents to Township High School District 214 any false information regarding the residency of a student for the purpose of enabling that student to attend any school in Township High School District 214 without payment of a non-resident tuition charge shall be guilty of a Class C misdemeanor.105 ILCS 20.12b(f).

Students Who Become Non-Residents

Students who become non-residents of the district during the school year will be unenrolled and must attend their new school district of residence immediately.

Family Relocation Within the School District

Students whose residence changes from the attendance boundaries of one District 214 school to a different District 214 school during an academic school year and provide the new address and residency documents to the school may continue to attend their current school for the duration of that school year, but will be responsible for providing their own transportation. Students will be withdrawn from their current school at the end of the school year and they must enroll in the school that serves their new attendance area. A student who moves between academic school years shall begin the year at the school associated with their residence.

Student Residency Assignments

Students are assigned to the high school that is within the same attendance area as their residence.

For more information, reference *Policy 7:30 - Student Assignment and Intra-District Transfer* and *Policy 7:60 - Residence*.

SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

Admissions/Pre-Enrollment

All students must register for school each year on the dates and at the place designated by the Superintendent. Parent(s)/guardian(s) of students enrolling in the District for the first time must present:

- A certified copy of the student's birth certificate. If a birth certificate is not presented, other reliable proof of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate must be submitted. Other reliable proof of the child's identity and age shall include a passport, visa or other government document of the child's identity. The Superintendent or designee shall notify in writing the person enrolling the student that within 30 days they must provide a certified copy of the student's birth certificate or other reliable proof with a signed, notarized affidavit. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless they comply within 10 days, the case will be referred to the local law enforcement authority for investigation. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
- Proof of residence, as required by Board policy 7:60, Residence.
- Proof of disease immunization or detection and the required physical examination, as required by State law and *Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The Illinois School Code (105 ILCS 5/2-3.13a) requires Illinois public schools to verify whether a student moving out of the district is "in good standing", or is currently being disciplined by a suspension or expulsion, and whether or not their medical records are up to date and complete. The parent/guardian of a student who is transferring from an Illinois public school, private school (whether located in this or any other state), shall present a completed Student Transfer Form (ISBE 33-78) from the Illinois public school from which the student is transferring. No school district is required to admit a new student who is transferring from another Illinois school district unless they can produce the standard Student Transfer form from the student's previous school district enrollment. No school district is required to admit a new student who is transferring from an out-of-state public school unless the parent or guardian of the student certifies in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

The superintendent or designee may, upon the request of the parent/guardian of a student suspended or expelled for any reason, place the student in an alternative school program established under the Illinois School Code (105 ILCS 5/2-3.13a).

For more information, reference *Policy 7:30 - Student Assignment and Intra-District Transfer* and *Policy 7:50 - School Admissions and Student Transfers to and from Non-District Schools*.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) works to strengthen relationships between law enforcement and students, fostering a better understanding of the law and its enforcement. The SRO may deliver lectures to classes on criminal rights, narcotics abuse, crime prevention, and driver safety and is available to parent(s)/guardian(s), students, and staff for advice and information. The SRO may be contacted in person, by email, or by telephone by calling the school office.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. The District recognizes the positive correlation between good nutrition, physical activity and the capacity for students to develop and learn.

The goals for addressing nutrition education and nutrition promotion shall include the following:

- Nutrition programs shall be accessible to the students and will comply with federal, State, and local requirements.
- Sequential and interdisciplinary physical and nutrition education will be consistently provided and promoted.
- Students shall participate in a regular physical education curriculum that will enable them to achieve and maintain a high level of personal fitness, emphasize self-management skills including energy balance, and align with a comprehensive health education curriculum.
- The District is committed to providing a variety of nutritious food and beverage options available on campus during the school day.

For more information, please see *Policy 6:50*.

STUDENT AND FAMILY PRIVACY RIGHTS - POLICY 7:15

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education *policy 6:10, Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

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

Survey Requesting Personal Information

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

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

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

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

Physical Exams or Screenings

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

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

- Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
- Is administered pursuant to the District's co-curricular drug and alcohol testing program (see *Policy 7:240, Conduct Code for Participants in Co-Curricular Activities*).
- Is otherwise authorized by Board of Education policy.

Selling or Marketing Students' Personal Information Is Prohibited

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

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

- 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.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parent(s)/guardian(s) of:

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

This notification shall be given parent(s)/guardian(s) at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old or is an emancipated minor.

For more information, please see *Policy 7:15*.

STUDENT RECORDS

Refer to Family Educational Rights and Privacy Act of 1974, and the Illinois School Student Records Act of 1975. All surveys requesting personal information from students will comply with *Policy 7:15 - Student and Family Privacy Rights*.

All school records, including permanent and temporary records, are available for inspection and duplication by students and their parent(s)/guardian(s). The parent(s)/guardian(s) of a student have the right to obtain copies of the student's records until the student reaches 18 years of age. At age 18, the student alone must give consent for the release of their school records.

Student records fall into two categories:

- A student "permanent record" includes name, birth date, address, grades and grade level, parent(s)/guardian(s) names and addresses, attendance records, academic transcript, honors, awards, activities/athletics & health/accident reports.
- A student "temporary record" includes family background information, intelligence test/aptitude scores, psychological evaluations, disciplinary actions, and other information relevant to the education of the students, personality tests, achievement test results, special education files/documents and information pertaining to release of this record.

Directory information includes the student's name, address, date and place of birth, telephone number, grade level, parent(s)/guardian(s) names and addresses, school sponsored activities, organizations & athletics, activities, photograph, dates of attendance, field of study, academic awards, degrees and honors received. **Any parent/guardian who wishes such information not be made public should indicate this at the time of registration.**

For more information, reference *Policy 7:340 - Student Records*.

Maintenance of School Records

- Student permanent records including health records will be maintained for a period of sixty (60) years after the student has transferred, graduated, or permanently withdrawn from school.
- Student temporary records shall be maintained by the school not less than five (5) years after the student is no longer enrolled.
- Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).
- The records custodian is responsible for maintaining and updating all student records.
- District personnel periodically review Student Temporary Records to verify entries and eliminate/correct inaccurate, misleading, unnecessary, or irrelevant information. Notify your child's building principal if you would like an opportunity to copy and/or inspect information that is proposed to be destroyed or deleted from your child's school records.

Right to Records

Illinois law grants both parent(s)/guardian(s) the right to access records (until the student attains 18 years of age) concerning their children and to have contact with service providers regardless of whether custody is awarded to one parent or to both.

Notwithstanding any other provision of law, access to records and information pertaining to a child, including but not limited to medical, dental, childcare, and school records, shall not be denied to a parent for the reason that such parent is not the child's custodial parent.

Inspection of Student Records

The Associate Principal for Student Services is the records custodian at Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows, and Wheeling High Schools. The Director is the records custodian at Specialized Schools

- Parent(s)/guardian(s) have the right to inspect, challenge, and copy their student's records until the student attains 18 years of age.
- All students have the right to inspect, copy, and release their permanent records.
- Student records will be made available to parent(s)/guardian(s) or eligible students within ten (10) business days from the time a written request is received.
- When parent(s)/guardian(s) or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
- Copies of student records will be provided to eligible parent(s)/guardian(s) and students upon request, cost not to exceed $.35 per page.
- Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
- Complaints or requests for amendment of student records may be made to the building records custodian. A hearing will be provided if agreements cannot be reached.

Transportation

STUDENT DRIVING AND PARKING INFORMATION

Students are permitted to park on school premises as a matter of privilege, not right. The school retains the authority to conduct routine inspections of parking lots and the exteriors of student automobiles on school property. The interiors of student vehicles may be searched by school authorities without notice, without student consent, and without a search warrant (105 ILCS 5/10-22.6). (See Search and Seizure policy 7:140 in this handbook.)

Students are required to secure parking permits for use of cars and other motor-driven vehicles that will be parked in designated areas. Such vehicles may be removed from the designated areas only at approved times. Regulations governing the use of school parking lots shall be developed by administration. Noncompliance with these regulations can result in suspension or revocation of a student's driving privileges on school grounds and /or suspension from school. It may result in towing the vehicle at the student's/owner's expense. Information as to the school's and parent's/guardian's liability will be included in the request for the parking permit.

Students are responsible for paying for their towing and storage expenses incurred from parking violations. The speed limit on parking lots and access roads shall be posted as 15 miles per hour unless otherwise designated in accordance with 45 ILCS 110/6. Municipal and State driving laws will be enforced at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. All losses must be assumed by the owner of the vehicle.

Students may leave school grounds in vehicles only during their lunch period or to attend a District 214 approved curricular program. If a student needs to leave school grounds other than at lunch period or for a District 214 approved curricular program, the student will need parent/guardian permission and administrative permission. Parking privileges may be revoked without a refund as a consequence of misbehavior. Examples of misbehavior that may result in revocation of parking privilege include, but are not limited to: cutting class, excessive tardiness, insubordination, hallway disruption, substance abuse on or off campus, reckless driving, and disrespect.

Students enrolled in a District 214 approved curricular program may elect to transport themselves to the site of their programs. Such an election shall be granted with the completion of *Understanding of Transportation Obligation Form* as well as *Off Campus Release Form*. Both forms can be found on the district website within the enrollment package of forms. Failure to complete both forms will result in the student being ineligible to transport themselves to the class site and be routed on District Provided transportation to such classes/programs.

OFF CAMPUS TRANSPORTATION FORM

- *Off Campus Transportation Form*
- *Off Campus Release Form*

BUS TRANSPORTATION

The District shall provide free transportation for one route for any student in the District in accordance with School code who resides: (1) at a distance of one and one-half miles or more from their assigned school, or (2) if adequate transportation is not available, within one and one-half miles from their assigned school where walking to or from school or to or from a pick- up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing, and adequate public transportation is not available, or (b) a course or pattern of criminal activity, as defined in the Ill Street gang Terrorism Omnibus Prevention Act, 740 ILCS 147/. The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. Free transportation service is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. District 214 will abide by School code and all applicable State and federal laws for student transportation. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Bus schedules and routes shall be determined by the district transportation department.

No school employee may transport students in school or private vehicles unless authorized by the administration. Vehicles regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

Pre-Trip and Post-Trip Vehicle Inspection

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

For more information, reference *Policy 4:110 - Transportation*.

Bus schedules and routes shall be determined by the district transportation department. Hazard areas are determined and documented by the Illinois Department of Transportation. A parent/guardian has the option to pay for transportation if living within the one and one-half mile distance from school of attendance. The transportation fee for this option will be determined on an annual basis.

When a student's primary household resides more than 1.5 miles from school, transportation is provided at no cost. However, if transportation is requested to a secondary household within the District that is more than 1.5 miles from school, a fee of $300 per student will apply. This fee applies for each additional household student.

For students whose primary household is classified as a walker and not otherwise eligible for transportation, transportation from a secondary household within District boundaries, whether over 1.5 miles or within walking distance, will be provided at a rate of $675 for the first student and $550 for each additional sibling.

If a primary household elects to purchase paid transportation, the secondary household rate within District boundaries will be reduced to $300 per student, with the same $300 rate applying to additional siblings.

Students should be at their bus stops at least 10 minutes before their scheduled pickup time. Buses are considered on time if they arrive up to 5 minutes before or 10 minutes after the scheduled pickup time. For example, a bus scheduled to pick up students at 7:40 a.m. may arrive anywhere from 7:35 a.m. - 7:50 a.m. and be considered on time.

Students and families are notified about late buses in two ways:

- **My Ride K-12** allows you and your student to track your bus in real-time. **My Ride K-12** is available as an app on Apple and Android devices and can also be accessed online. It provides confidential, secure access to your student's routing information, as well as allows the Transportation Department to send you notifications of delays; for instructions on how to register and download the app.
- Blackboard is a messaging system that allows the District to send phone messages, emails, and text messages about delays, accidents, or other related news.

If your bus is 10 or more minutes late and you have not received any notifications, please contact the Transportation Department at 847-718-7470.

The student's physical ID is needed to board a bus. No digital or photocopy of an ID will be accepted to ride the bus. As students get on and off a bus, they will tap their ID cards on a reader located near the door. An RFID chip in the ID will allow our transportation software to log the time and location where a student got on or off the bus. This measure has been put in place to increase the safety of students.

Students will not be tracked using the student ID. While the student ID does have a passive RFID chip, there are no readers inside the school to identify a student's location. In addition, the RFID chip will not be used for transactions in the library or cafeteria. Rather, a barcode scanner, similar to those found in grocery store checkout lines, will be used to scan the barcode on the front of the ID.

The only location where an RFID reader will be used is on school buses. As students get on and off a bus, they will tap their ID cards on the RFID reader located near the door. The RFID reader will log the time and location.

HIGH SCHOOL DISTRICT 214 2026-2027 SCHOOL CALENDAR

Institute Day	Monday, August 10	Students Not in Attendance
In-Service Day	Tuesday, August 11	Students Not in Attendance
First Day of Classes – 1st Quarter	Wednesday, August 12	
Open House, Evening	Thursday, August 27	
Labor Day	Monday, September 7	All Buildings Closed
Non-Attendance Day	Monday, September 21	All Buildings Closed
End of 1st Quarter	**Friday, October 9**	
Institute Day	Monday, October 12	Students Not in Attendance
First Day of Classes – 2nd Quarter	Tuesday, October 13	
Election Day	Wednesday, November 3	All Buildings Closed
Non-Attendance Day	Wednesday, November 25	All Buildings Closed
Thanksgiving Day	Thursday, November 26	All Buildings Closed
Non-Attendance Day	Friday, November 27	All Buildings Closed
End of 2nd Quarter/1st Semester	**Friday, December 18**	
Winter Break Begins at Close of Classes	Friday, December 18	
Institute Day	Monday, January 4	Students Not in Attendance
In-Service Day	Tuesday, January 5	Students Not in Attendance
First Day of Classes – 3rd Quarter	Wednesday, January 6	
Martin Luther King, Jr. Day	Monday, January 18	All Buildings Closed
Non-Attendance Day	Friday, February 12	Teachers, students and 10 month staff Not in Attendance
Presidents' Day, Non-Attendance Day	Monday, February 15	All Buildings Closed
End of 3rd Quarter	**Friday, March 12**	
First Day of Classes – 4th Quarter	Monday, March 15	
Spring Break Begins at Close of Classes	Friday, March 19	
Non-Attendance Day	Friday, March 26	All Buildings Closed
Classes Resume After Spring Break	Monday, March 29	
Commencement Exercises	Wednesday May 20	All Buildings Closed
End of 2nd Semester/Last Day of Classes	**Friday, May 27**	
Memorial Day	Monday, May 31	All Buildings Closed

BOE Approved: 08-21-25