

UNION SCHOOL DISTRICT 81



PARENT/STUDENT HANDBOOK

2026 • 2027

BE KIND

BE RESPECTFUL

BE SAFE

TO OUR PARENTS AND STUDENTS...

The main objective of this handbook is to acquaint the parents and students with the general routines and procedures of Union School District 81.

After you have familiarized yourself with the contents, you will want to keep this booklet in a convenient place for future reference. This handbook is only a summary of Board Policies governing the district. The handbook may be amended during the school year without notice.

MISSION STATEMENT

UNION SCHOOL DISTRICT 81

Union School's Mission

Union School in partnership with the community, will educate children in a positive and caring environment enabling all students to participate effectively in a changing world.

We believe:

- In educating the whole child.
- All children are capable of learning.
- Addressing all children's needs.
- Education is a partnership between home, school and community.
- Helping children reach their full potential.
- Mentoring students to become responsible and productive citizens.
- Providing a caring and safe environment for our children.

We value:

- A safe and caring environment.
- Open communication.

UNION SCHOOL DISTRICT 81 DIRECTORY

1661 Cherry Hill Road
Joliet, IL 60433
815 726-5218

Superintendent - - - - - Dr. Nicole Borck

Director of Special Education/ Business Manager - - - - - Mrs. Kristen Baldermann

Curriculum Director- - - - - Mrs. Kristina Walusek

Transportation Coordinator - - - - -Mrs. Dawn Bosman

Administrative Assistant - - - - - Mrs. Bertha Briseno

Board of Education - - - - - Patrick Sweeney-President
Christopher Gustafson-Vice President
Colleen Grigg-Secretary
Linda Brunner-Treasurer
Anna Homolka-Member
Nathan Majchrzak-Member
Shelly Sinclair-Member

Union School District 81 Website – www.union81.com

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Arrival and Dismissal

Parents are requested to send or bring their children to school so that they arrive no earlier than 10 minutes before the start of the day since there is no supervision before that time. Parents are required to stay out of the bus lane in the morning and afternoon until all buses have departed. Car riders must be dropped off in the outer lane.

Students are to leave the building immediately after dismissal unless they are to stay after school for supervised activities. Students must remain in the area to which they have been assigned if they are staying after school.

If a parent/guardian wishes to make a change to a student's mode of transportation for the end of the day, please contact the school office no later than 1:30 p.m. via note, email or phone. If your student is going home with another student, both parents must contact the office.

Parking

Parents are not to park in the designated bus lanes during the time when buses are discharging or picking up students. It is a chargeable traffic violation to pass a bus when the stop arm is extended even while in the designated bus lane.

Safety

1. When waiting for the bus in the morning, students must stay back from the road and keep their belongings off of the road.
2. All students must use sidewalks whenever possible.
3. All students must avoid walking on roads or highways when possible.
4. All students must walk on the left, facing oncoming traffic, when there are no sidewalks available.

Attendance Procedures

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

Absence for Trips/Vacation

Any interruption to the educational program takes away from the education process. Therefore, we discourage parents from taking their children out of school for vacations while school is in session. However, if parents choose to do this, please notify the school's office. Parents are also requested to contact the Transportation Department to report vacations.

Excused Absences

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

mental or behavioral health related reasons for up to 5 days before a medical note is required. Students are allowed to make up for all missed work.

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

All other absences are considered unexcused.

Homework Requests/ Make-Up Work

Parents and students frequently request that assignments and books be sent home when a child has been absent. At all grade levels, every attempt will be made to grant the request in a timely manner. Please make your request as early as possible and allow a school day to gather homework assignments. Assignments and books can be picked up in the respective building office. The student will be given the same number of days to complete any missed work as the number of days the student was absent.

Student Absence Reporting

In order to ensure the safety of your child, we ask that you adhere to the following:

1. Call school each day he/she is to be absent if short term. The call should be made before 7:35am. Please provide the student's name, the reason for the absence, the name of the person calling and the relationship to the student.
2. Calls will be accepted only from the parent or a responsible adult.
3. If a parent or responsible adult has not contacted the school to report an absence within 45 minutes of the start of the school day, the office may contact the appropriate Police Department to perform a non-emergency wellness check on the student.
4. For longer absences, such as vacations or extended illnesses, it is not necessary to call every day. Instead, notify the school of the days your child will be absent.
5. Parents will receive notifications in writing if a student has excessive absences.

In the event you do not call, we will make a reasonable attempt to call you to ensure the safety of the students. With the home and school working together, the safety of our school children can be assured.

If the absence was caused by a communicable disease (measles, chicken pox, German measles, or staph infection etc..), the school should always be notified. A doctor's confirmation that the student is no longer contagious is required before he/she returns to school.

Tardy

Students are expected to be on time to school and class each and every day. When children come late to school or leave early, they are losing valuable educational time. If you know your child will be late to school, please write a note to the office indicating the reason for the late arrival.

Truancy

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

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

Truancy Definitions

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days (can go back to the previous school year).

Truancy Support Services

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his/her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent/teacher conferences
- student and/or family social work services
- information about community agency services

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

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

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

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

Curriculum

Constitution Requirements (7-8)

The School Code of Illinois stipulates that any student to be promoted from the 8th grade into high school must pass certain assessments. Section 27-3 reads: "American patriotism and the principles of representative government, as enunciated in the American Declaration of

Independence and the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught in all public schools and other education institutions supported or maintained in whole or in part by public funds. No student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects."

Dissection of Animals

Students who have moral objections to dissecting animals will be excused from classroom attendance without penalty during times when such activities are taking place. Written requests for exclusion from this activity must be submitted to the superintendent. Alternative instructional programs and classroom attendance shall be arranged for the students by the classroom teacher with the superintendent's approval.

Grading System

The school year is divided into three grading periods, or trimesters. Report cards are issued at the end of each trimester to communicate each student's academic progress and achievement. Parents and guardians are encouraged to review report cards, monitor their child's progress throughout the trimester, and contact their child's teacher with any questions or concerns.

Union School District 81 uses standards-based grading in all subjects in kindergarten through eighth grade, except science in grades 6–8. Standards-based grading communicates a student's progress toward specific grade-level learning standards rather than combining academic achievement, effort, behavior, and completed assignments into a single letter grade.

Student achievement on grade-level standards is reported using the following scale:

4 – Exceeding: The student demonstrates a strong understanding that goes beyond grade-level expectations and applies learning in new or more complex situations.

3 – Meeting: The student demonstrates the knowledge and skills expected at the grade level and completes work independently and accurately.

2 – Approaching: The student is developing an understanding of the standard and demonstrating progress but may still require support.

1 – Developing: The student is beginning to develop the foundational knowledge or skills associated with the standard and requires continued instruction, guidance, and support.

A score of 3 indicates that a student is meeting grade-level expectations. A score of 4 is not required to demonstrate successful achievement.

Science courses in grades 6–8 use traditional percentage and letter grades.

Academic grades and standards-based scores are intended to reflect what students know and are able to do. Work habits, participation, behavior, and other learner characteristics may be communicated separately when applicable.

Teachers will communicate with parents or guardians when a student is experiencing academic difficulty or when additional support may be needed. Parents and guardians may contact teachers at any time to discuss their child's academic progress.

Health and Development Education Program

The District sponsors programs to help students learn about human growth and development. In addition to our regular health curriculum, we may utilize Candor Health Education (formerly Robert Crown). Information can be found at www.candorhealth.org.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology or health.

Erin's Law

Erin's Law (105 ILCS 5/10-23.13), requires schools to provide age-appropriate curriculum to address sexual abuse of children Pre K thru 8th grade.

Students will participate in a presentation by the District Social Worker or an outside agency containing information aimed at helping to protect children from child sexual abuse. Parents may choose to exclude his/her child from this presentation via written documentation.

Curriculum Objections

The Illinois School Code establishes the following opt-out provisions for parents/guardians in relation to curricular content. Students will not be required to take or participate in any lessons listed below, if parents/guardians submit a written objection.

1. Health and Sexual Health Education (105 ILCS 5/27-9.1a (d)).
2. Recognizing and avoiding sexual abuse (105 ILCS 5/27-13.2) (for grades K-8)
3. Dissection of animals (105 ILCS 112/1 et seq.; 105 ILCS 5/27-14)
4. Organ/tissue and blood donation (105 ILCS 5/27-23.5) (schools with grades 9 and 10).
5. Lockdown drills (105 ILCS 128/20).
6. Religious/other exception (the request is not otherwise covered by a School Code opt-out and is based on a religious objection).
7. AIDS instruction (105 ILCS 110/3)
8. Instruction on CPR and use of Automated External Defibrillator (105 ILCS 110/3).
9. Family life instruction (105 ILCS 110/3) In limited circumstances, parents/guardians may seek to have their student exempt from a particular instructional material or program.

Such requests must be based either upon the statutory provisions which permit parental opt-out in the Illinois School Code, as set forth above, or a student's right to the free exercise of religion as provided by the First Amendment of the United States Constitution.

Parents/guardians seeking such exemptions must submit their request on the District's Curriculum Objection Form, and must state, with specificity, the basis for seeking such an exemption. Contact the superintendent for this form. The Superintendent or designee will review such requests for exemption in accordance with its Curriculum Objection process and procedures and will grant or deny the request

considering the District's educational mission, applicable law, and graduation requirements set forth by the District and the Illinois State Board of Education. Exemptions which are not based on one of the statutory provisions above or an undue burden on student's rights to exercise their religious beliefs will not be granted.

Homebound Instruction

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

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

For information on home or hospital instruction, contact the Superintendent at 815-726-5218.

Homework Policy

The entire District 81 staff and administration believe that homework is an essential part of the learning process. The following outline is to provide parents a basis for understanding the policy on homework.

General Objectives of Homework

1. To enrich the school experience through related home activity
2. To strengthen the basic skills by further practice and application
3. To provide children who have been absent an opportunity to make up work
4. To stimulate an effort among children to show initiative and a feeling of responsibility in making good use of their time

Assignment Notebooks

Students must use an assignment notebook daily in grades 2-8. These assignment notebooks are utilized in order to facilitate the development of student responsibility and to encourage punctual academic work completion. We strongly recommend parents check the assignment notebooks on a daily basis to monitor students' assignments.

Make-up Work

If a student's absence is excused or if a student is suspended from school, the student will be permitted to make up all missed work in a timely manner, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Library Resource Center (LRC)

Books may be checked out from the school LRC. Books loaned may be renewed. If the book is not returned on time, an overdue book fine may be charged. Students are not charged fines for days school is not in session or if a child has an excused absence. In the case of a lengthy illness, it is appreciated that the parent returns the book to the LRC. Students may be charged for lost or damaged books. LRC privileges are extended to all students. We feel that the responsibility and proper care of books is a beginning to developing responsible student attitudes.

E- Learning

Union School District 81 will implement E-Learning Days in lieu of closing school when applicable. Below is the rationale to support our E- Learning environment.

- Ensures the safety of students and staff on inclement weather days.
- Maintains the school calendar by not adding emergency days at the end of the school year.
- Promotes learning beyond the classroom walls.
- Leverages the use of digital tools and supports 21st-century learning opportunities.
- Provides students with ownership of their own learning.
- Engages students in meaningful activities.

Student Confidentiality For Video Conferencing

District 81 strives to respect the privacy of all students participating in E-Learning with your students and will continue to explore ways to protect privacy. In the event of E- learning, your child's teacher may use video conferencing such as but not limited to Google Meets, FaceTime and/or Zoom to provide instruction and to conference with students in an individual or group setting.

During instruction utilizing video conferencing, it is inevitable that video conferencing participants may be able to see the area of your home surrounding the students and any activity that might be occurring in the background. We ask parents to help ensure the privacy of all of our learners to the best of their ability by limiting distractions and setting a designated area for learning. Video or audio recordings by parents of E-Learning live streaming lessons are forbidden to protect the privacy of all of our learners. There may be times the teacher will record the content being delivered for students to view at another time. When providing instruction in this unique format, we do require all students and staff to abide by our Acceptable Use Policy.

Media Release

As part of the process of enrolling students, parents or guardians sign a permission form for students to be interviewed, photographed, or videotaped by the news media, including but not limited to local newspapers and the local cable channel, or an agent of the school district for the purpose of publicizing a school event, activity, or program in our District. The likeness of a student may be featured in social media, yearbooks, features, or documentaries, which may be broadcast on public or cable access television, district publications, communication materials, promotional materials, or on the district or school websites or web pages. All images and rights shall belong to Union School District 81.

Parent/Teacher Conferences

Parent/Teacher Conferences are officially held each year after the first grading period and then as needed by either the parent or the school beyond this official time. Every effort is made to accommodate parents' schedules for these important conferences. Employers must grant a parent's request for a reasonable time away from work to attend a parent/teacher conference (See School Visitation Rights section).

Physical Education (K-8)

The physical education program is designed to meet the growing needs of all children. Activities are selected to suit the developmental needs of the child. The activities are planned and presented in sequential form. Both team and individual sports and activities are included during the year. A wide range of

activities are presented for the purpose of giving each student an opportunity to be successful and to stress total physical development.

Pupils enrolled in the public schools in the State of Illinois shall be required to engage in the physical education program as established by the particular school. (Illinois School Code, Section 27-6). Failure of a student to comply with the established regulations may result in disciplinary action.

Permission to Be Excused

Students will be excused from physical education for the year only upon presentation of a physician's certificate to the superintendent. This statement will be placed in the school files.

Students who are to be excused from PE activities for a period of 1 or 2 days must present a written note signed by the parents. Students with parental excuses are required to dress in complete uniform for class. Students to be excused for a period of time longer than the two days must present a written statement from a physician.

Students with a physician's statement on file are not required to "dress" during the time of the excuse, but are required to complete an assignment issued by the Physical Education teacher. During the final exam by the physician, the student should obtain a written release statement to return to physical education. This release must be presented to the office before the student resumes participation in the program. Students with excessive excuses will be dealt with on an individual basis.

Physical Education Exemption

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Students may also be excused from physical education courses based on medical or religious prohibitions, including fasting. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions, including fasting must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Students who have been excused from physical education shall return to the course as soon as practical.

Dressing Requirements for PE (K-4)

All students in grades K-4, must wear gym shoes and be dressed appropriately for the specific activity being conducted.

Students should place all valuables such as rings, earrings, watches, bracelets, wallets, etc. in a safe place during the time they are in PE class. Under no circumstances are these items to be worn during the time students are actively engaged in physical education.

Cubbies (6-8)

Students are assigned a cubby for the purpose of storing uniforms and personal articles. Students are not to tamper with another student's cubby.

Required Items (6-8)

The required items for PE are a regulation school PE suit, white socks, and gym shoes. Warm clothing is to be worn over the PE suit on cold days when classes are outside (fall and spring only). Every item of the PE uniform must be plainly marked on the outside with the first and last name of the owner. Use a marker that is waterproof and will not wash out. Gym shoes are to be worn in PE. All students in grades 6-8 must be in complete uniform daily unless a physician's statement is on file. Students may not bring clothing from home to substitute for the regulation uniform. Students should practice proper hygiene, including the use of deodorant before school and after PE.

Promotion Policy (Grades 6th-8th)

Promotion to the next grade level is based on the student's successful completion of the curriculum, attendance, and performance on state-required standardized assessments and/or other assessments used by the district. Students will not be promoted based solely on age or any other social reason unrelated to academic performance.

When a student does not meet the requirements for promotion, the administration will determine the remedial assistance to be provided. Parents or guardians will be informed of concerns regarding their child's academic progress and the interventions or supports available to assist the student.

To qualify for an eighth-grade diploma, a student must successfully complete the district's required course of study and meet all applicable state and district requirements, including the constitution requirement.

Reading Support Program

The District provides reading support programs for students in all grades who are experiencing challenges in reading. These programs vary from grade to grade. Parents whose children qualify for these programs will be notified and will be asked to assume a vital role in partnering with the school staff to foster their child's reading success.

Parental Involvement

Title I – Parent and Family Engagement

The district maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. See Board Policy 6:170.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain:

(1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

The Superintendent shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Recess

If the outside temperature and/or wind chill is 15° real feel or less (according to weather.gov), children will be kept indoors for recess. Other conditions affecting recess will be determined per building at the discretion of the building principal or designee.

If a child must stay indoors for recess for medical reasons, we request a separate note for each day. However, we will accept a doctor's note requesting a child stay indoors for an extended period of time. We reserve the right to request a note from a doctor if a child brings a note every day to stay indoors during recess periods.

Retention

A child is retained only if it is determined that the retention process would be in the best interest and be of direct benefit to the student. The teachers who have the child in the academic subject areas, along with the superintendent, and building team, will make the recommendation regarding retention per policy 6:280. Parents will be contacted for a conference several weeks before the end of the school year regarding the possibility of their child's retention.

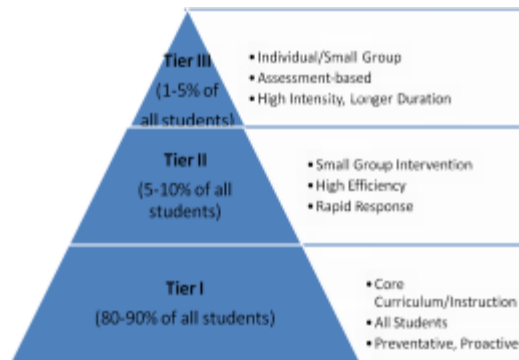
Multi Tiered Systems of Support (MTSS)

Changes in the federal laws (IDEA, 2004) have directed schools to improve instruction for ALL children by identifying and addressing problems early in a child's education.

MTSS is a regular education initiative of providing high quality, scientifically validated instructional practices based on learner needs. The process monitors student progress, and adjusts instruction and interventions based on the student's response and rate of success. In the event that a student does not make appropriate gains during Tier III, a special education domain may occur.

If a child would benefit from this support during his/her school day the district will contact the parent/guardian to review the process.

Below you will find the pyramid that depicts the MTSS process:



Testing Programs

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

District Assessments:

- 1) IREADY- Grades K-8 (ELA, Math)
- 2) PreACT 8/9 – Grade 8 (ELA, Math)

State Assessments:

- 1) IAR – Grades 3-8 (ELA, Math)
- 2) ISA – Grades 5 & 8 (Science)
- 3) ACCESS (ELL students)

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

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

Parents/Guardians will be notified of testing dates in advance. The results of all testing are available to parents.

The PreACT 8/9 data is shared with the high schools to assist with high school placement.

Discipline

In establishing guidelines, rules, and procedures for student discipline, the administration recognizes that all disciplinary situations must be dealt with on an individual basis. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time.

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere (including online), if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of E-Learning.

The administration may take into account such factors as age, prior discipline history, severity of action, or result/possible results of the action in considering appropriate discipline. Corporal punishment is not permitted. An accurate record of the offense and disciplinary action will be maintained by the administrator. Referral to law enforcement officials will be made when appropriate.

Due Process

Students must be provided due process before their right to a public education can be restricted or denied for disciplinary reasons. In plain language, “due process” means that the student (or their parent/guardian) has a right to a fair and impartial proceeding before this type of discipline or punishment is imposed, as well as a right to appeal to a higher authority if they don’t agree with the discipline proposed.

Student Behavior

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend a school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered 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.

- "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, a 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.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change

Students who are under the influence of any prohibited substance are not permitted to attend a school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the superintendent, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public

- humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
 9. Engaging in teen dating violence.
 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property, or another person's personal property.
 11. Entering school property or a school facility without proper authorization.
 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 13. Being absent without a recognized excuse.
 14. Being involved with any public school fraternity, sorority, or secret society.
 15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 17. 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.
 18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer from State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Isolated Time Out, Time Out and Other Physical Restraint

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

Bus Discipline

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.

- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

Cheating and Plagiarism

Cheating and plagiarism are dishonest and unacceptable behaviors. Cheating is not doing your own work and showing what you have learned. Plagiarism is using the ideas or writing of another as one's own without giving credit to the writer. Examples of cheating or plagiarism include: copying work from other students, using any materials or notes not allowed by the teacher, using material without citing the source, and/or having a copy of the test from another student or an online version of the test. Students caught will receive a consequence.

Detentions

Detention is one consequence for misbehavior. Students may be kept after school after notice is given to parents to arrange for transportation home. Transportation will NOT be provided by the school district. Detentions are supervised by a staff member.

Special assignments, homework, or other appropriate school work must be done at this time. For situations that may result in a detention consequence, see DISCIPLINE.

A student who fails to report to detention will be subject to further disciplinary action.

Schoolwide Behavior Expectations

Union School District 81 maintains three schoolwide expectations:

- Be Kind
- Be Respectful
- Be Safe

These expectations apply in classrooms and throughout all areas of the school, including hallways, the lunchroom, the playground, buses, assemblies, and school-sponsored activities. Students are explicitly taught, given opportunities to practice, and reminded of the behaviors and procedures expected in each setting.

Classroom Discipline

Each teacher maintains classroom-management and behavior procedures appropriate for the age and developmental needs of the students. These procedures are designed to address minor disruptions to the learning environment and provide students with consistent opportunities to correct their behavior.

Classroom discipline generally follows this response sequence:

Step #1: Private verbal warning, redirection, or reteaching of the expectation

Step #2: Written warning or student reflection

Step #3: Parent or guardian contact

Step #4: Office referral

The response sequence may be repeated, modified, or bypassed based on the student's individual needs, the frequency or severity of the behavior, the effect on the learning environment, and concerns for the safety of students or staff.

Serious, unsafe, or substantially disruptive behavior may result in an immediate office referral.

Office Discipline

An administrator will review the incident, provide the student an opportunity to explain what occurred, and determine an appropriate response. Parents or guardians will be contacted when administrative disciplinary action is taken.

Consequences are determined individually and may increase in severity when behaviors are repeated.

Disciplinary responses may include reteaching expectations, student reflection, restorative action, parent contact or conference, loss of privileges, detention, removal from an activity or setting, behavior supports, in-school suspension, out-of-school suspension, or other measures permitted by Board policy and applicable law.

The administration may modify or omit disciplinary steps and impose an appropriate consequence based on the seriousness of the behavior, the student's disciplinary history, the circumstances of the incident, the student's individual needs, and concerns for the safety of students or staff.

Social Suspension

Students who choose not to conduct themselves properly at after school events that are held in the building, or who habitually break school rules, will be placed on social suspension (not allowed to attend extra-curricular activities) for a specified length of time. Any 8th grade student who has been placed on social suspension in any 2 of the 3 trimesters of the year will not be able to attend the annual end of year trip or end of year celebrations. In addition, gross misbehavior over an extended period of time may require the student to forfeit the graduation ceremony.

Being on social suspension means that the student cannot attend any school-sponsored or related social event or activity, dance, party, etc. which is held after the regular school day. Staying for a detention period is the only exception.

Behavioral Interventions for Students with Disabilities

The Union School Board has adopted a policy to establish a process for the District to comply with Illinois State Law regarding the use of behavioral intervention for students with disabilities. The procedures will promote the use of positive behavioral interventions and include the following components:

- A. Designation of behavioral interventions by level of restrictiveness.
- B. Procedures for the development of management plans for students having significant behavioral and/or emotional needs.
- C. Procedures for the documentation of emergency use of restrictive interventions.
- D. Provisions for parent involvement
- E. Provisions of professional development.

The Illinois State Board of Education material on the use of behavioral interventions for students with disabilities will be used as a guideline.

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.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT (see also Harassment)

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes:

1. the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying;
2. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and
3. the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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

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

Parents and students will be asked to affirm their commitment to keeping Union School District 81 bully free. By signing the handbook agreement, you are acknowledging your commitment to our antibullying compact.

Aggressive Behavior Reporting

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation,

destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation and school violence.

The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior. Any questions can be directed to the non-discrimination coordinator/complaint manager (Superintendent).

Corporal Punishment

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

Dress Code-Uniform policy

Students: Navy Blue (60/40 cotton/poly) flat front slacks, shorts (no logos, finger-tip length) or skort (100 poly/ finger-tip length), light blue polo shirt with no logos (short or long sleeve with a collar), plain blue, black or white socks, all black shoes (gym shoes are acceptable) with black shoelaces and black belt (if needed). A plain white t-shirt or plain blue under armor-type long sleeve shirt may be worn under the polo. A sweater or pullover must be Union Spirit Wear or plain navy blue or black.

All students: When sweaters/pullovers are worn, there must be the appropriate shirt underneath tucked in. Additionally:

- Uniforms and shoes must be clean
- Belts and pants must be worn at the waist level.
- Shirts must be buttoned.
- If boots are worn due to weather, the student must change into the appropriate shoe once at school.

Students will be excluded from classes until arrangements for acceptable attire can be made, or appropriate clothing provided. Students will be given reminders/ warnings prior to a phone call home.

Drug/Chemical Abuse and Prevention

The use of drugs including, but not limited to, alcohol, tobacco, inhalants or e-cigarettes is not only a health hazard but is illegal. Students may not possess, dispense, or be under the influence of any drug/medication or other substance that is represented as a non-prescription controlled substance of any kind. The disciplinary action for violation of this policy may be:

1. Immediate suspension and/or

2. A recommendation to the Superintendent for an expulsion hearing to take place in accordance with the School Board Policy.

Drug prevention and healthy choices are promoted in District 81.

The District may utilize the services of professional detection canines for substance awareness and detection services. In an effort to ensure that Union School District 81 remains a safe environment that is conducive to learning, School District Administration may authorize unannounced inspections utilizing non-aggressive contraband detection canines. Communal areas, lockers, gym areas, parking lots, grounds, and other select areas as directed by school officials, shall be subject to inspection.

Gang & Gang Activity Prohibited

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

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

Gum Chewing/ Candy

Chewing gum, or any substitute for gum, (paper, string, rubber-bands, etc.) is unacceptable in school and on district buses. Candy may be eaten in the lunchroom, if it is part of a student's lunch.

Harassment

Harassment and Teen Dating Violence Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

SEXUAL HARASSMENT PROHIBITED (TITLE IX)

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

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
- Sexual assault as defined in or stalking as defined in District policy and federal law.

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

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images is commonly known as "sexting" and is prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person.

HARASSMENT PREVENTION AND PROCEDURES

Student safety and well-being is a priority. The school has incorporated Character Education and Bullying Prevention/Violence Prevention into the curriculum. Any type of harassment that is deliberate and/or repeated and conduct such as unsolicited verbal comments, written statements, gestures, or physical contact of a sexual nature will not be tolerated.

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Superintendent, a Complaint Manager, or any employee with whom the student is comfortable speaking. Faculty, parents, and students (victims or observers) all have the opportunity to file bullying or harassment reports to the school administration. Once a report is filed, a building administrator will begin the investigation by receiving a statement from the victim. In this statement, the victim will be asked to share any details that may be relevant to the situation (i.e., what was done, what was the context, who was a witness, etc.). After the victim's statement, witnesses (if applicable or necessary) will be brought in to make a statement. Lastly, the accused offender will be brought in for a statement.

After hearing all sides to the story, and gathering as much information as necessary, an assessment of the level of seriousness of the act is made. The building administrator, sometimes in collaboration with other faculty members, is the one to make this assessment. The level of seriousness is determined by the frequency of the act (has it happened before), type of act (verbal or physical), setting of the act (public vs. private), and level of intent to hurt. Based on this assessment, an appropriate consequence is determined and assigned. The following is a list of consequences that may be assigned in bullying/harassment situations:

- Verbal Reprimand/Warning
- Classroom Consequence
- Parental Contact * Detention
- Social Suspension (Junior High)

- Internal Suspension
- External Suspension

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

INVESTIGATION PROCESS

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

ENFORCEMENT

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

RETALIATION PROHIBITED

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

MONEY

Students are asked not to bring large sums of money to school. All payments should be made by check whenever possible.

NON-TEACHING PERSONNEL

The office secretary, aides, technology clerks, custodians, bus drivers, playground monitors, and cafeteria workers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown to all faculty members.

PLAYGROUND RULES

1. Follow the school rules.
2. No "rough stuff" on the playground; this includes all forms of contact games, and above all no fighting. "We were only kidding" will not be an acceptable excuse.
3. Pupils are not to bring bats or balls from home. Only Nerf-type or foam equipment is allowed.
4. Don't interfere with any organized games.
5. No throwing of stones, tire mulch, rocks, dirt, acorns, or anything other than a ball.
6. Stay out of mud and water. Walk around it, not through it.
7. No snowball throwing, stay off the ice.

8. When recess is over, children should line-up and enter the building in an orderly manner when instructed by the supervisor...do not push or shove.
9. Boots must be worn outdoors in inclement weather and in the snow. We recommend separate shoes for the classroom.
10. Inappropriate language is not acceptable.
11. Share the playground equipment so all may have a chance to use it.
12. Stay in designated playground areas away from all parking areas. Use playground equipment appropriately.
13. Parents often tell their children to defend themselves at all times. While this philosophy may be necessary away from school, we ask students to go to the adult playground supervisor for assistance if a student begins to hassle them.
14. No form of vandalism or graffiti will be tolerated.

Any infraction of these rules may result in the loss of playground privileges and/or suspension/expulsion from school.

PROHIBITED ARTICLES

Students may not bring articles to school which are a hazard to their own safety, the safety of others, or interfere in some way with school procedure or the learning environment. These items include, but are not limited to, weapons (real or look-alike), pocket knives, matches, cigarettes or smoking materials, squirt guns, water spraying devices, or any type of laser pointer, film or printed material that would be considered inappropriate. Items that would be considered a distraction to the learning environment are prohibited (trading cards). These items will be confiscated if brought to school. Students will be dealt with according to the district discipline policy.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

SEARCH AND SEIZURE

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

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

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

The superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs,

weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Suicide and Depression Awareness

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

Suicide and Depression Awareness and Prevention Program is designed to increase awareness and prevention. It is consistent with Ann Marie's Law.

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 not less than one year but not more than 2 calendar years:

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

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

The Superintendent or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a Class 1 or Class 2 weapon to school and shall confiscate such weapon.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Emergency Procedures

Contact Information Changes

Any changes in:

- Employment phone number;
- Home phone number/Cell phone number; and/or
- Emergency contacts must be reported to the school.
- Any changes in address will require proof of residency per district policy and must be reported to the District Office.

Emergency Closing Procedures

Specific Procedures for Different Types of Emergency Closings

A. Inclement Weather

All procedures will be followed; however inclement weather may create an emergency situation. In those cases, it may be necessary to dismiss students immediately. School personnel will make every possible effort to contact each child's parent or other contact person.

B. School Building (inoperable for a few hours)

1. General procedures will be followed where applicable
2. Every effort will be made to contact each child's parent or other contact person prior to regular school dismissal time.
3. Transportation of students to another location will be used if they are unable to remain in our school.
4. It is the responsibility of the superintendent (or designee) to see that all students are housed in safe facilities within the emergency location. Students and teachers will be placed in an area which will best facilitate typical educational procedures.

C. School Building– Immediate Evacuation

- a. School must be evacuated immediately (storm damage, fire, gas leak, etc.) The same procedure as explained under Plan B will be followed.

In an effort to provide for the safety of the students at all times, School District 81 has developed a plan for emergency school closings. The primary goal of this plan is to inform parents that their child will be returning home at a time earlier than usual. It is important that the most current emergency contact information is provided to your school's office. The procedures are as follows:

Prior to the School Day

In case of inclement weather a School Messenger message will be sent as soon as the decision to cancel school is made. Parents may also listen to radio station WJOL (1340AM). There are also websites: www.EmergencyClosings.com or www.union81.com. Please do not call the transportation department. Radio broadcasts will be made at regular intervals.

Safety and Security

Building Doors and Cameras

As part of our school safety plan, doors are locked at all times. All visitors must be buzzed into the building.

Conceal and Carry

A Licensee shall not carry a firearm on or into any building, real property, and parking area under the control of a public or private elementary or secondary school unless previous authorization by the Board of Education or Superintendent.

DROPPING MATERIALS/LUNCHES/SECOND PARTY DELIVERIES

Student materials and lunches should be dropped in the front vestibule for increased safety. Second party food deliveries are not allowed.

DRILL PROCEDURES

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

STANDARD RESPONSE PROTOCOL

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

HOLD IN YOUR ROOM OR AREA

There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

SECURE GET INSIDE, LOCK OUTSIDE DOORS

The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.

EVACUATE TO A LOCATION

Evacuate is called when there is a need to move people from one location to another for safety reasons. An on-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal. An offsite evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them.

SHELTER STATE THE HAZARD AND SAFETY STRATEGY

Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornadoes, earthquakes, hazardous materials situations or other local threats.

THREAT ASSESSMENT

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a schools' ability to educate. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program has been implemented and is reviewed regularly by the District's Safety Committee. The Threat Assessment Team utilizes a research-based threat assessment process to assess and intervene with individuals whose behaviors may pose a threat to safety.

UNSAFE SCHOOL CHOICE OPTION

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Extra-Curricular Activities

Athletic Activities Requirements for Participation

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

- 1) A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-participation Examination Form," if appropriate.
- 2) A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
- 3) Proof the student is covered by medical insurance.
- 4) Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Athletic Rules and Code of Conduct

The Athletic Code applies to all students who want to participate in District 81 athletic programs. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA

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

Conduct at Extracurricular Activities

Student Behavior

Students are encouraged to participate in extracurricular activities sponsored by the school. Students should realize that all school rules are in effect while they are in attendance at a school sponsored extracurricular activity. This applies to home and away situations.

While in attendance at such an activity, the students may not leave the building before the conclusion of the event unless they are accompanied by a parent or guardian. Parent/guardians are expected to provide transportation within 15 minutes after an extracurricular activity ends. Failure to meet these expectations and requirements can result in a social suspension or exclusion from future participation in the activity. Students must be in attendance during the day to attend an after school/evening function.

Parent/Spectator Behavior

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular events at our home school or away activities, may be ejected from the event they are attending and/or denied admission to school events for up to one year, at the discretion of the Superintendent or his/her designee. Examples of unsportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive.

The Superintendent may deny future admission to any person by delivering or mailing a notice sent by certified mail. The notice will include;

1. A description of the unsportsmanlike conduct; which would include the time, date and place that it occurred; and
2. The proposed time period that admission to school events will be denied.

Physical Exams For Athletic Participation (Grades 5-8)

No student shall be permitted to compete in a tryout, practice, or game unless such student has filed with the Athletic Director a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such tryout, practice, or contest in any athletic activity. No student shall be allowed to participate following a disabling illness or injury without a physician's release.

General Information

Animals on School Property

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

Asbestos

A notice will be provided, in writing, to parents, teachers and employee organizations of inspections, response actions, and post-response action activities. The Asbestos Management Plan must include a description of the steps the District has taken to notify these individuals and organizations as well as a dated copy of the notification. In addition, the management plan must be kept in each school and district administrative office and must be available for inspection during normal business office hours, without cost or restriction.

Backpacks

Backpacks should be easy to carry by the student. Students are required to place backpacks in lockers/cubbies during the school day. Backpacks on wheels will not fit in the lockers.

Cell Phone Law

The "No Cell Phones in a School Zone Law" (Senate Bill 72) took effect January 1, 2010. According to the new law: "A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone." This extends to the school parking lots, as well.

Cell Phones and Other Electronic Devices

The possession and use of smartphones, smartwatches, cell phones, and other electronic devices, other than paging devices, two-way radios, hand-held electronic games, CD players, MP3 players/iPods® are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions 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 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.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP; or
2. Permission is received from the student's teacher.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege and a student does not have an absolute right to use his or her electronic device while at school. The use of personal technology at school must always follow the established rules for cell phones and other electronic devices at school.

Any prohibited electronic device or electronic device that is used inappropriately is subject to being confiscated from the student and released to the parent or guardian. The District is not responsible for the loss or theft of any electronic device brought to school.

Student Use of Electronic Devices/Cell Phones

Students are prohibited from using a cellular telephone or other personal mobile electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Superintendent, all personal electronic devices must be kept off and out of sight during the regular school day unless:

1. the supervising teacher grants permission;
2. use of the device is provided in a student's IEP; or
3. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Communication

District 81 is dedicated to providing open communication with parents. In order to work collaboratively to resolve any concerns or issues, please follow these lines of communication. If a concern or issue arises please contact the classroom teacher first, then the Superintendent at the office.

School Messenger

Union School District 81 utilizes the communications service, School Messenger, to communicate with parents. The School Messenger service is used to notify parents of school events, school closings, emergencies, attendance, among other things. The messages are sent via telephone, cell phone, email and/or text message.

English Language Learners

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

Parents/guardians of English Language Learners will be provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

Equal Opportunity and Sex Equity

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

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

Faith's Law

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

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be distributed outside of school. The office is unable to release addresses or phone numbers.

Locked Buildings

After dismissal, the doors to all wings of the buildings will be locked. Students who are staying after school for a supervised activity must take their coats and books with them to the assigned area. Students may not return to their locker or classroom. Front doors will be locked when the office closes for the day,

Lockers (7-8)

Each junior high student will be assigned a locker, and may only use that assigned locker. Lockers are the sole property of the school district and are provided for use by students as a convenience. Please be advised that school personnel may open lockers at any time. Lockers are assigned at the beginning of the school year for the entire year. Lockers should be kept locked at all times. All personal items and books are to be kept in lockers when they are not in use for your class. Students are not to tamper with or open another student's locker or share combinations with anyone else. Lockers are not to be altered in any way to be unsecured/easily opened (i.e. preset, jam the mechanism, or alter the mechanism in any way.) Do not deface lockers in any way; no tape, glue, stickers, or writing of any kind is permitted on the inside or outside surface of the locker. A discipline referral and/or monetary charges may be consequences for the above. No exterior decorations are permitted on lockers at any time (for birthdays, sports, activities, or club) without permission from the superintendent. Magnets must be used to secure decorations on the interior of your locker. The school is not responsible for lost/stolen items.

Lost and Found

Students are responsible for their own coats, books, gym clothes, etc. The school cannot be held liable for lost or stolen items. Parents are requested to label all coats, books, hats, PE uniforms, etc. with the student's full name. Returned clothing and books may be claimed in the lost and found area. Valuables may be claimed in the office.

Breakfast/Lunch

Breakfast and lunch are available for all students free of charge. Milk is included with each breakfast/lunch. The lunch menu is on the website.

If you are unable to access the Internet, hard copies are available at the District Office.

Mandated Reporters

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

Offender Community Notification Laws

As required by state law, parents/guardians may request information about sex offenders and violent offenders against youth. This information is available to the public and can be found at:

The Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/> or

The Illinois Statewide Child Murder and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>

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

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

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

Pesticide Application Notice

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Powerschool

Parents are provided online access to information regarding their students' registration, absences, and grades through the Powerschool portal. Each parent is provided with a user ID and a password to access student information. If a parent misplaces their login information, he or she should contact the District Office at (815) 726-5218.

School Operation During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

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

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

School Visitation Rights

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

Student Privacy Protection

The district has adopted and uses several policies and procedures regarding student privacy, parental access to information, and administration of certain physical examinations to students. Copies of these policies are available on the website.

Family Education Rights and Privacy Act (FERPA)

Union School District 81 follows the requirements of FERPA and School Board Policy 7:15 to protect student privacy. FERPA is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's education records, and gives them some control over the disclosure of the information in these records. FERPA generally prevents an education agency or institution from sharing student records, or personally identifiable information in these records, without the written consent of a parent.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or

entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information

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

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

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

Teacher Qualifications

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

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

Video and Audio Monitoring Systems

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

Visitors

Anyone visiting the building must enter at the school office, except for school performances and games. Visitors must show a state I.D. to be scanned. They may receive a printed badge. Badges are to be worn where it is clearly visible. Visitors are required to proceed immediately to their location in a quiet manner.

All visitors must return to the main office and sign out before leaving the school. We do not allow students to bring visitors with them to class.

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

Visitors will not be allowed to visit during lunch and/or recess due to privacy and safety issues for all students.

Health and Related Information

The school secretary manages first aid and medications.

Accidents

Should an accident occur at school/on a bus, the standard procedure is:

1. First aid is given.
2. The parent or guardian is notified if the accident warrants their attention. In some instances, notes are sent home with the student.
3. An accident report is completed.

Parents should ensure that the school has all necessary phone numbers. If both mother and father are employed, the telephone number of the place of business, or relative, will suffice. If the family or guardian cannot be notified or if the medical situation warrants it, emergency medical services will be contacted.

Appointments- Medical

In order to avoid losing valuable education time, try to arrange doctor and/or dentist appointments for your children after school hours or on Saturday. If it is necessary to take your child out of class, please send a note with him/her, or call the office that day stating the time he/she is to leave for the appointment. Upon returning, the student must report to the office and sign in. In order for such an absence to be considered excused, a doctor's note must be provided.

Basic Health Procedures

Union School District 81 follows the recommended practices and procedures of the Illinois Department of Public Health, which are set forth by the Illinois State Board of Education and the Illinois Nurse Practice Act.

Staying Home

A child should stay home for 24 hours after any of the following have occurred:

1. Fever of 100 degrees or above
2. Vomiting or diarrhea
3. Being placed on an antibiotic by the doctor

The twenty-four hour time period allows for an antibiotic to take effect or for a sick child to fully recover. Returning to school too early benefits no one and keeps the cycle of illness going.

Emergency Contacts

It is essential that these phone numbers be kept current and that only people who are readily available be listed.

Asthma

Inhalers should be kept at school for any student who is at risk for a breathing problem to develop. Even if you feel that your child's symptoms are mild and only occasional, there is still potential for serious symptoms to develop quickly. Students may carry an inhaler if the prescription label for the inhaler and a signed parental permission form is on file in the office. The prescription label must contain the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered.

Allergies

If your child has allergies, please notify the office.

Food Allergies

In accordance with the Food Allergy Guidelines as outlined in Public Act 96-0349, the following are the general procedures that the district schools will follow to provide for the safety of students with food allergies.

Students with food allergies must have an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form on file with the office. The form must be completed by a licensed health care provider and the parent/guardian. It is the parent/guardian responsibility to submit the form and the emergency medication to the school health office prior to the student attending school.

Individual student emergency medications will be kept in the school office in order to provide for consistency in managing food allergy emergencies. Illinois law allows a student to self-carry epinephrine. It is recommended that if a parent/guardian chooses to have the student self-carry the epinephrine that the parent/guardian provides an additional dose to be kept in the school office.

The school district is unable to guarantee prevention of exposure to food allergens in school but will strive to promote an allergy aware environment. The school team will make every effort to provide for the safest environment for the child with food allergies by instituting the following practices.

School Day

1. Allergy aware signs will be placed on the door of the classroom in which the child attends. The sign will not include the child's name in order to protect the child's identity. The sign will list the allergens present among the students in that classroom.
2. If the allergic child's parent requests, at the beginning of the year, a note will be sent home to the parents of the students in the class asking them to be aware of a food allergy in the class when packing their child's snack.
3. Snack Procedures – Students with food allergies will be allowed to wash their hands and will be assisted with wiping the eating surface prior to eating snacks. The teacher may request that the allergic child sit away from a child who brings a snack with an allergen.
4. Lunch Procedures
 - a. An allergy aware table will be designated in the lunchroom. The table will be marked and will post a sign with the types of food allergies present in the building.
 - b. Lunch monitors will check the allergy aware table and move children as necessary to avoid exposure to allergens.

- c. Children with food allergies may sit with the general population if their parents desire.
5. Snack – Students travel between classrooms throughout their school day and may not snack in a consistent location or at the same time each day. Children with food allergies will be allowed to wash their hands and wipe their eating surface prior to eating snacks. Students may request to eat separately from other children who have a snack that may contain a food allergen. Teachers may also request that allergic children relocate eating locations to provide for safety.

Field Trips

1. K through Grade 3
 - a. Emergency medication will be carried by classroom teacher
 - b. An allergic child will be required to be chaperoned by a classroom teacher unless a parent or adult designated by the parent accompanies the child.
2. Grades 4-8
 - a. A child may self-carry emergency medication if the team and parent feel that it is developmentally appropriate for the child to do so.
 - b. If a child is unable to self-carry emergency medication, a teacher will carry the medication and the allergic student will be required to be chaperoned by the classroom teacher unless a parent or adult designated by parent accompanies the child.

After School Events

1. Students will be required to self-carry emergency medication as the medications in the office are inaccessible after school hours.
2. If the coach, club supervisor, or parent feels that the student's developmental level makes it dangerous to allow students to self-carry, then the coach or club supervisor will be responsible for carrying the medication.

Use of Epinephrine in School

Epinephrine may be kept in the office or the student may self-carry the epinephrine. If a parent or health care provider feels that the student should self-carry the epinephrine, the following is required:

1. Written authorization from the parent/guardian for self-administration.
2. Written authorization from the student's physician, physician's assistant, or advanced practice nurse.
3. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstance under which the medication is to be administered OR a written statement from the physician, physician's assistant, or advanced practice nurse containing the name and purpose of the epinephrine, the prescribed dosage, and the time at which or the special circumstances under which the epinephrine is to be administered.

Access to Epinephrine in Schools

Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their epinephrine at home or who do not have a known allergy. A school nurse or personnel appropriately trained in the administration of emergency epinephrine may administer epinephrine to any student that they, in good faith, professionally believe is having an anaphylactic reaction

and who does not have an Emergency Action Plan in place. Parents have the right to opt out of the administration of epinephrine being available to their child.

Union SD 81 currently has a stock of epinephrine in the office. However, the supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. If your child has a known allergy that requires emergency medication such as epinephrine, it is in your child's best interest to provide that medication to the school.

Exemption From Liability

Under Public Act 97-0361, a school district or nonpublic school and its employees and agents are to incur ***no liability*** for the administration of epinephrine, provided the employee acted in good faith when administering the epinephrine to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred.

Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

Excuses For PE

If your child has an illness or injury that will keep him/her out of PE class a written doctor's note, including diagnosis and length of time the child will need to be excused.

Feminine Hygiene

Illinois law requires that districts make feminine hygiene products available, at no cost to students, in the bathrooms of school buildings. Sanitary napkins are available in the school bathrooms and tampons are available in the health office.

Vision and Hearing Screening

Vision and Hearing Screening is performed as mandated by Illinois law. Vision screening is performed for preschool, kindergarten (if a vision exam is not submitted), second grade, and eighth grade students, special education students, new students to the district, and for any student upon request of parents or teachers. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months. Hearing screening is performed for preschool, kindergarten, first grade, second grade, and third grade students, special education students, new students to the district, and for any student upon request of parents or teachers.

Communicable Disease Policy

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

- Parents are required to notify the school office if they suspect their child has a communicable disease.

- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Rashes

Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a doctor's note stating the diagnosis before the child can return. This is required by the health department as some serious illnesses (scarlet fever, measles, chicken pox) are accompanied by a rash and need to be reported.

Pink Eye (Conjunctivitis)

Can be allergic, viral, or bacterial in nature. Any child with symptoms of conjunctivitis (swollen eyes, red eyes, itching, drainage from eye) will need a doctor's note with a diagnosis to return to school. If antibiotic drops are started, the child needs to be on them for 24 hours before returning to school.

Head Lice

Our head lice management procedure is obtained from recommendations and research findings from the American Academy of Pediatrics and the National Association of School Nurses. A child who is identified to have the presence of live lice in their hair will be sent home for treatment. The child may return to school the following day but must be brought to school by the parent and checked by the office for the presence of lice. The child may return to the classroom if no live lice are found. The presence of nits (eggs) does not necessarily indicate an active infestation of lice and therefore children may remain in the school with the presence of nits in their hair.

When a case of lice has been identified, the parents of the students in the child's class will be notified. The office will not perform routine head checks in the classroom.

Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

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

For further information, please contact the school office.

Head Injury Procedure

When a student receives a head injury at school the staff will make every attempt to notify the parents by phone. Most head injuries are minor and the child returns to class after a short period of observation with an ice bag application to the site of the injury at this time.

Students with serious head injuries will be referred for medical care or transported by emergency service and the parent will be notified.

Medication

Our District's Board of Education has adopted a strict medication policy and requires a Student Medication Authorization Form to be completed by the physician and parent for any medication to be taken in school, including prescription as well as over-the-counter medications. Students may use cough drops with written permission from parents. A note for cough drops is good for five days.

In order to ensure the safety of all students, children may not bring his/her medications to school on the bus with the exception of inhalers and epinephrine (see section regarding Asthma and Allergies above). If a child brings/carries medication without proper authorization, it may result in disciplinary action.

Parents/guardians should bring the medication to school, in the original container, with the student's name on it, and give it directly to the school secretary.

Administration of Medicine at School

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form." The use of homeopathic treatments including essential oils do not require a physician prescription and are therefore not allowed to be administered during the school day.

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

Although most students will be self-administering medication, please be aware that a certified employee or school secretary will be supervising your child's self-administration and that we will do everything we can to ensure your child's safety. If you feel that your child is not capable of self-administration under supervision, you must contact the office to make alternate arrangements. Please be sure that all medication is brought to school in the original package or an appropriately labeled container. If you prefer that your child not be aware of how to open childproof caps, you may request a regular cap from your pharmacist for at-school use.

1. Prescription medications shall display:
 - (1) Student's name
 - (2) Prescription number
 - (3) Medication name/number

- (4) Administration route and/or other directions
 - (5) Date and refill
 - (6) Licensed prescriber's name
 - (7) Pharmacy name, address and phone number
 - (8) Name or initials of pharmacist
2. Over-the-counter or non-prescription medication shall be brought to school with the manufacturer's original label, the ingredients listed, with the student's name affixed to the container and given to the office. Vitamins are not allowed at school.

Parents must bring all medication to the school office. Students should not bring any medication, prescription/non-prescription, to school themselves. No medications are allowed on the bus. Should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, he/she will be required to receive an additional note from the attending physician that must be on file. Medications will be stored in a safe place in the office. If a child brings/carries medication without proper authorization, it may result in disciplinary action.

The office will review each medication request and approve the administration of all medications. Any questions regarding the administration of medications should be directed to the school office.

Self Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment, and medication if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Undesignated Medications

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

Emergency Aid to Students

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

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the IL Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. Any designated caregiver must be at least 21 years of age to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or 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, and
- That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

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

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

Health Exam Requirements (as required by the Illinois School Code)

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until

the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Student Athletic Concussions and Head Injuries

Any student or student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest or school activity for a possible concussion or head injury may not return to that contest or activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

Registration/Enrollment Procedures

Pupils entering our schools must present a copy of an official birth certificate and a completed health record including all dates of required immunizations in compliance with state laws.

To be eligible for admission to Kindergarten, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31.

Student Records

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

for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians certain rights with respect to the student's school records in accordance with Policy 7:340.

Cumulative Records/ Confidentiality

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. No records will be released to any outside agency without the written permission or notice to the parent. The parent has the right to inspect, copy, and challenge the information contained in their child's school records.

Types of information that may be contained in the school records are as follows:

- A. Permanent Records
 - 1. Academic Transcripts
 - 2. Attendance Records
 - 3. Accident reports and health records
- B. Temporary Records
 - 1. Standardized test scores
 - 2. Family background information

Upon transfer or graduation from Union School District 81, school officials will forward the permanent student records to the respective school district in which the student has enrolled. Temporary records which are no longer relevant to the student's education such as previous special education records will be retained by Union School District 81 no longer than 5 years after the student has transferred, graduated, or otherwise permanently withdrawn from the district. Parents or students (18 years or older) may obtain their records prior to destruction by contacting the district office. Any permanent record retained by the district will be retained for 60 years.

Entrance Data

Whenever a child enters Union School District 81 for the first time, a general health record, family, and school history form must be completed, giving us data for our records. Data collected is kept in the child's cumulative record folder, which is maintained from kindergarten through eighth grade, thus providing a continuous record of academic, social, and general growth. Additionally the family must prove residency in accordance with the residency administrative procedures.

Fines, Fees, and Charges

Union School District 81 does not charge registration fees or student fees. The district provides the instructional materials, supplies, technology, and other resources students need to participate in the educational program.

Parents or guardians may be responsible for the replacement cost of a lost library book or the cost of repairing district-issued technology, including Chromebooks and iPads, when the device is damaged beyond normal wear and tear. The district will notify the parent or guardian of any assessed charge.

Homeless Child's Right to Education

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Homeless students will have equal access to educational opportunities and will not be segregated. For support and services information, contact the District Homeless Liaison at (815) 726-5218.

Transfer From District 81

The District Office should be informed as soon as possible of a plan to transfer from District 81. All books must be turned in to teachers before leaving. Transfer papers are processed through the District Office.

Notification of Right to Request an Interpreter

All parents have the right to request an interpreter present at IEP meetings. To request an interpreter, please contact your child's case manager. In addition, you have the right to request that the interpreter serve no other role in the IEP meeting than as an interpreter. If you have questions or concerns regarding the interpretation services provided at your child's IEP meeting, please contact the Director of Special Education.

Special Activities

Field Trips

Written permission by a parent or guardian is required for participation of students in all field trips. Return permission slips promptly or by deadline indicated in order for your child to participate. Only District 81 staff, students and designated chaperones are allowed to ride buses on school-sponsored field trips. Field trips are an extension of the school day. School rules and consequences apply and any misconduct may result in not attending future trips.

Parties

Two holiday parties are to be held during the school day in October and December.

For Halloween parties:

- A. The decision to wear costumes is to be determined by the superintendent.
- B. In keeping with safety:
 - 1. Shoes must be worn at all times.
 - 2. No look-alike weapons or dangerous accessories are allowed.
 - 3. No costumes depicting violence or that are disruptive to the learning environment are allowed.
- C. No child is required to bring or wear a costume or mask.

Special Education Services

Union School District 81 partners with Southern Will County Cooperative (SOWIC) to provide the following services/ programs (and any other specialized interventions required by law) for students beginning at age 3 who are eligible under the following:

Intellectual Disability, Deafness, Developmental Delay, Orthopedic Impairment, Deaf/Blindness, Autism, Specific Learning Disability, Emotional Disability, Multiple Disabilities, Visual Impairment, Other Health Impairment, Traumatic Brain Injury, Hearing Impairment, Speech and/or Language Impairment

A comprehensive case study is required prior to a student receiving special education services. If you have any questions or would like a copy of the Rules and Regulations set forth by the Illinois State Board of Education, please contact the superintendent.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided with a free appropriate public education and the opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent 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.

Counseling and Guidance Services

Union School District offers a comprehensive program of counseling and guidance services for all students. Our social worker is prepared to assist children through the various states of physical, emotional, and social development. The main goal is to help children reach their potential and achieve the most from their educational experience.

Education of Children With Disabilities

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

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

Legal Notice For Public Benefits/ Insurance

Notice will be provided to parents of children with disabilities of all of their legal protections when public agencies seek to access public benefits or insurance (e.g., Medicaid) to pay for services required under the IDEA.

Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms and buildings. This same right of

access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the superintendent.

Section 504

Students may be eligible for protection under Section 504 of the Rehabilitation Act of 1973, if they have a physical or mental impairment that substantially limits one or more major life activities; have a record of such impairment; or are regarded as having such impairment. Under Section 504, the handicapped child should receive an education that is comparable to the education provided to children who are not handicapped. To make education comparable, Section 504 plans often include classroom accommodations and modifications. For questions regarding Section 504 eligibility, please contact the superintendent.

State Schools For Students Who Are Deaf, Hard of Hearing, or Blind

Notice will be provided to parents of children who are deaf, hard of hearing, blind or visually impaired of the existence and services of the Illinois School for the Deaf or the Illinois School for the Visually Impaired, including their admission criteria and contact information. This notification shall include without limitation information on school services, school admissions criteria, and school information.

Related Service Log

The district maintains records that document the delivery of related services administered under the child's individualized education program (IEP) and the minutes of each type of related service that has been administered. Parents and guardians have the ability to request copies of their child's related service logs. Please direct any request for a copy of your child's related service logs to your child's case manager or related service provider.

Records Review

Parents/Guardians have the right to review and copy their child's student records prior to any special education eligibility or individualized education program review meeting subject to the requirements of applicable federal and state law.

Technology

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for 61 schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Care and Use of School and Technology Equipment

Our school and equipment represent a considerable investment on the part of the taxpayers of Union School District 81. The faculty and administration insist upon careful and prudent use of school property. Only through the cooperation of the student body can this be accomplished.

Students or persons guilty of deliberate marring, defacing, or reducing the worth or usefulness of property will be held responsible for repairs or replacement of damaged equipment and face further disciplinary action.

Digital Resources for Curriculum Purposes

The student's likeness, voice, and name will be used in various class projects in conjunction with District 81 approved apps, software, websites, and programs for educational purposes, per the Union District 81 Media Consent and Release Form.

Electronic Devices

Students in grades 4-8 are allowed to bring cellular phones to school with parental permission. Students must have these items turned off and stored when on a school bus and on our school campus. These items may only be used at designated times and in locations determined by the superintendent. Students in grades K-3 are prohibited from having these items. Any student violating these guidelines will be subject to disciplinary action including losing the privilege to bring these items to school.

Electronic games or music devices (iPod, MP3, DS, PSP, iTouch, iPhone, etc.) are allowed at school or on buses with superintendent and parental permission.

Again, all devices are to remain turned off, in the student's locker/cubbie unless the superintendent grants permission. Union School District 81 is not responsible for lost or stolen electronic devices.

Internet Acceptable Use Policy

Union School District has a policy on use of the Internet at school. In order for a student to utilize the Internet, parents must read and discuss the Acceptable Use Waiver form with their children. By signing the handbook agreement you are acknowledging your commitment to our Internet Acceptable Use Standards Policy. Any misconduct may result in disciplinary action.

Student Email Usage

The School District provides email to students as an educational tool. The student email system, and its constituent software, hardware, and data files, are controlled by Union School District 81. Union student email can only be used for educational purposes.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. Any non-school use of email is prohibited.

Internet Curriculum

All students in Grades K-8 will be engaged in an age-appropriate curriculum on Internet Safety, as required by Illinois Law. Students will receive instruction on such topics as follows:

- Safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of communication on the Internet.
- Recognizing, avoiding, and reporting online solicitation of students, their classmates, and their friends by sexual predators.
- Risks of transmitting personal information on the Internet.
- Recognizing and avoiding unsolicited or deceptive communications received online.
- Recognizing and reporting online harassment and cyber-bullying.
- Reporting illegal activities and communications on the Internet.
- Copyright laws on written material, photographs, music, and video.

Social Media (e.g. Facebook)

Union School District 81 may also utilize social media, such as Facebook to communicate with parents. Facebook will also post information notifying parents of school events, school closings, emergencies, attendance, among other things.

Social Networking

Union School District 81 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that directly affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences.

Inappropriate use of technology includes harassment, sexting, use of school name, remarks directed to or about teachers, administration, or students, offensive communications, and safety threats. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.

“Cyber Bullying” includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person, sending or posting inappropriate and hurtful digital messages, digital pictures, or web postings.

Union School District 81 does not actively monitor student use of technology off campus, and it is therefore the responsibility of the parent to ensure ethical use of technology off campus and during non-school hours.

Individuals who believe they have been the victims of such misuses of technology should not erase the offending material, but should print a copy of the material and report the incident to the superintendent. Students of Union School District 81 are strongly discouraged from using social networking websites such as Facebook, Twitter, SnapChat or Instagram.

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.

In addition, parents are reminded of Facebook’s Terms of Use Policy that includes these three provisions listed in their Statement of Rights and Responsibilities:

- Users will not “bully, intimidate, or harass any user,”
- Post content that is hateful,

- Use Facebook if you are under 13.

In addition, as noted under “bullying”, parents and students are encouraged to affirm their commitment to keeping Union School District 81 bully free by signing a Parent/Student/Staff/Board of Education School Bullying Compact, which is inclusive of social media networking.

Annual Notice to Parents About Educational Technology

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

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

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

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

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

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

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

Right and Procedures For Reviewing Student Covered Information

Parents may request to inspect and review their student's covered information. Requests for reviewing records must be made in writing and include the date of the request, the parent's name, address, phone number, student's name, and the name of the school from which the request is being made. The District has Requests for Inspect, Copy or Challenge forms available. Completed forms should be given to the Superintendent. Parents will be required to provide proof of identity and relationship to the student before access to the covered information is granted.

The District shall provide an electronic copy of the records within 10 business days of receiving a request for the covered information. If a parent requests a paper copy, the District will charge .35 cents per page. No parent will be denied a paper copy due to an inability to pay.

A parent may make a request to review and receive copies of covered information no more than two requests per student per trimester.

Parents may request corrections of factual inaccuracies contained in their student's covered information. The District will review the request, determine if an inaccuracy exists, and if so, will make any necessary corrections within 90 days of the request. If the correction needs to be made by the Illinois State Board of Education or a District's vendor, any necessary corrections will also be made within 90 days of the request and the District will notify the parent of any necessary corrections within 10 days after receiving confirmation of the corrections.

If a parent requests the deletion of any covered information, the District will review the request to determine whether such a deletion would violate the law or result in the student being unable to participate in the District's curriculum.

Parents may also consult the District's procedures on reviewing and challenging student records if the covered information also constitutes student records.

Transportation Services

The Board of Education has established a transportation policy that provides free bus service for students. Special transportation is available based on a student's IEP.

Students will be transported to school from one location/bus stop and from school to one location/bus stop. Pick up and drop off locations must be consistent on a daily basis.

Students will ride their assigned bus only. Students are not permitted to ride a different bus except during certain emergency situations or with office permission. Students who ride the bus to school are expected to ride the bus home unless the school and transportation are notified by a parental note or phone call. The

purpose of bus service is to take students to and from school. Students are not allowed to ride the bus to after school activities such as staying at a friend's house, Scouts, music lessons, etc..without permission from the superintendent.

School bus riders are under the supervision of the school bus driver. It is the driver's responsibility to provide for the safety of all riders. Since the school bus is viewed as an extension of the classroom, it is the student's responsibility to behave accordingly. The right to ride the bus is conditioned on a student's good behavior and observance of the rules. Misbehavior/misconduct by a student will be reported to the proper school authority for disciplinary action. Please refer to the discipline action section should you have questions.

Kindergarten Parent Pick Up/ Drop Off Procedure

Kindergarten students must have an approved adult present at the bus stop before the driver will allow the student to leave the bus.

In the event that the child does not have someone waiting for them at the drop-off time, the procedure is as follows:

- The bus driver will radio the transportation department, requesting transportation call the home to alert the family that the bus is at the stop.
- If there is no answer, the transportation department will utilize additional phone numbers to contact parents to let them know that there is nobody at the bus stop.
- If nobody is available to get the child off of the bus, transportation will notify the school that the child will be coming back to the building.
- The transportation department in partnership with the school will call all of the emergency numbers until someone has agreed to pick up the child from school.

Rules and Regulations for Student Riders

Students will board and depart the bus only at their designated bus stop or school. Students are to be at their assigned bus stop five minutes before the scheduled pickup time. Drivers cannot wait for tardy students. If the bus is late, students should not wait longer than 15 minutes past the scheduled pick up time before returning home.

- All students are to go directly to their assigned seat upon boarding the bus, sit down, face forward and stay seated until reaching their destination. Students should not sit on top of their legs, feet, or personal belongings. Students are expected to sit up in their seats so that the bus driver can see them.
- The aisles must be kept free of all items at all times. Personal belongings must be kept securely in the students' laps at all times. The rear emergency door is to be used only in the event of an actual emergency and/or in a safety drill.
- Students crossing the road with the bus driver's assistance must wait for the driver's signal to cross, walk out 10 feet from the front of the bus, and upon reaching the shoulder turn back toward the bus walking along the shoulder to reach the bus. This "10 feet in front of the bus" is a safety cushion so that drivers do not lose sight of the smaller students and ensures that all students can clearly see the driver's signal that it is safe to cross.
- Students not crossing the road are to stand 5 feet back and not approach the bus until it has come to a complete stop and the door has opened. When disembarking at the bus stop, students should move 5 feet away from the bus and wait for the bus to leave the bus stop. Students who leave the

bus stop at the time the bus is leaving get lost in the "blind zones" around the perimeter of the bus and are in danger of getting hurt.

- Students who take medication daily at school must not bring it to school on the bus.
- Parents must take medication to the school and give it directly to the building secretary or nurse. However, should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, he/she will be required to receive an additional note from the attending physician that must be on file.
- While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the superintendent.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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. (See Bus Discipline Section.)

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

Parents having transportation concerns should contact the Transportation Coordinator at (815) 717-3100.

Wellness Policy

Union School District 81 has adopted a Wellness Policy in an effort to promote healthy eating habits and awareness to allergies. Therefore, no food or candy, unless store bought, may be brought in for student's birthdays or holiday parties. Teachers may provide food for curriculum usage or special events.

Appendix A

Union School District 81

Anti-Bullying Compact-Student and Parent/Guardian

We the Students/Parents of Union School District 81 agree to work together to stop mistreatment at our school.

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying— or any combination of these); it involves an imbalance of power, and is often repeated over a period of time. The bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group.

Common behaviors attributed to mistreatment include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

We believe that no one deserves to be mistreated and that everyone regardless of race, color, religion, nationality, size, gender, popularity, athletic, academic, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Not engage in verbal, relational, physical bullying or cyberbullying.
- Be aware of the school's anti-bullying policies and procedures.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been victimized by bullies.
- Speak out against verbal, relational, physical bullying and cyberbullying.
- Notify a parent, teacher, or school administrator when bullying does occur.
- Be a good role model.

By signing the handbook agreement you are acknowledging your commitment to our Anti-Bullying Compact.

Appendix A-1

7:180 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, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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:

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

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. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic

means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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, and (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. *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 guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The 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 requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in **105 ILCS 5/27-23.7(b)** 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Dr. Nicole Borck
1661 Cherry Hill Road, Joliet, IL 60433
nborck@union81.com
815 726-5218

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - A) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional

relevant information received during the course of the investigation about the reported bullying incident.

- B) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- C) Notifying the superintendent or designee of the reported incident of bullying as soon as possible after the report is received.
- D) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the superintendent or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

1. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
2. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
3. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
4. The Superintendent or designee shall post this policy on the District's Internet 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 also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
5. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 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.
- d. 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.
- e. 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).
- f. 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.
- g. 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.
- h. 7:310, 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.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

Appendix B

UNION SCHOOL DISTRICT 81

Internet/Computer Consent and Waiver Letter to Parent(s)/Guardian(s) Regarding Student Use

Dear Parent(s)/Guardian(s):

We now have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world (email)
- Information from government sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the Acceptable Use Policy, Conditions and Authorization for Internet Access and discuss it together. The use of inappropriate material of language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

Utilization or installation of instant messaging or chat rooms by staff or students on district hardware, or utilizing the district network is not allowed without specific approval of the District Superintendent or district designee. (S.B. 6:235)

School District 81 prohibits the access of materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents and guardians are responsible for setting and conveying the standards that their child should follow. To that end, School District 81 supports and respects each family's right to decide whether or not to authorize Internet access.

Appendix B-1

ACCEPTABLE USE STANDARDS:

AUTHORIZATION FOR ACCESS TO ELECTRONIC NETWORKS AND INFORMATION SERVICES AND NOTICE OF DIGITAL LEARNING TOOLS AND APPLICATIONS USED

STUDENT USER AGREEMENT

AUTHORIZATION: I understand and agree that my child will abide by Board of Education Policy 9:00, the Internet Acceptable Use Policy outlined in the Student Handbook, and any other rules or guidelines by my child's school or its employees or representatives regarding the use of the District's electronic networks and information services. I understand that the District and its employees, officers, and other representatives may access and monitor any use of the District's electronic networks and information services and may save or download any material therefrom without notice to the user. I further understand that should any user violate the policies, procedures, rules, or guidelines governing the use of the District's electronic networks and information services, the District may suspend or revoke that user's access and take other appropriate disciplinary or legal action. I understand that it is my responsibility to review the relevant policies, procedures, rules, and guidelines and to educate my student about his/her responsibilities thereunder and ensure my student complies at all times. In consideration for my child's ability to use the District's electronic networks and information services, I hereby release the District and its Board, Board members, employees, officers, representatives, and agents from any and all claims, demands, actions, complaints, suits, and other forms of liability that shall arise out of or by reason of, or be caused by, the student's use of those networks and services.

NOTICE: The District uses a wide variety of digital learning tools and applications to promote student learning. In order for students to use some of these programs and services, certain personally identifying information such as the student's name and grade must be provided to the website operator. Under federal law, the website operator must provide certain notifications to and collect parental consents from parents before collecting certain personal information from children under the age of thirteen. The law permits schools to consent on behalf of all of its students, however, where the website operator agrees to only use personal information provided for the school's benefit, and not for any commercial purpose, including marketing or advertising. This eliminates the need for the website operator to obtain consent from parents directly. By signing below, you agree that you have received notice that the District consents on behalf of parents as allowed by law to share personal information about your student such as first name, last name, and grade to such website operators.

By signing the Handbook Agreement, I acknowledge the Acceptable Use Policy.

Signature Page

By signing the 2026-2027 Union School District 81's handbook page you are acknowledging your understanding and compliance with its content.

Student Signature Date

Parent/Guardian Signature Date

Student Signature Date

Student Signature Date

Página de Firmas

Al firmar la página del manual del Distrito Escolar Union 81 (2026-2027), usted declara comprender y cumplir con su contenido.

Firma Estudiante Fecha

Firma Padre/Tutor Legal Date

Firma Estudiante Fecha

Firma Estudiante Fecha