



**EAST AURORA**  
**SCHOOL DISTRICT 131**

"Making Choices for Excellence"

# **Section 7**

# **Students**

## **Students**

### **Goals and Objectives**

Students are the first concern of East Aurora School District No. 131. All policies and actions of the Board of Education and staff are directed toward promoting the educational welfare of the children of the District. One of the major tasks of the educational program is to assist each student in becoming self-sufficient in the use of decision-making processes and techniques, and eventually becoming responsible for determining his/her own future. To this end, the Board and staff will work together to establish an environment conducive to enabling each student to reach his/her maximum potential. We are committed to the following goals:

1. To provide an educational program for District students that considers their various backgrounds, capabilities, learning styles, interests and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him/her to feel respected and worthy, and creating a school environment that provides positive encouragement through frequent success.
4. To provide the opportunity for students to learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students fairly and, when necessary, extend discipline in a just and constructive manner.
6. To provide for the safety, health and welfare of all students.

Adopted: July 1, 2004

**Students****Class Assignments**

Students will be assigned to classes by the building principal. Class assignments will be based on the best interests of the students, and the effect on the instructional setting, as determined by the principal and staff. In the case of transfer students, the building principal has the authority to assess such students in learning settings before making permanent class assignments.

The building principal and staff will be included in discussions regarding the placement or potential placement of students identified as being eligible for special education. Special education students will be assigned to school programs in accordance with their Individualized Education Program (IEP).

LEGAL REF.: Illinois School Code, Sec. 10-21.3 and 10-22.5 (105 ILCS 5/10-21.3 and 5/10-22.5).

CROSS REF.: 615

Adopted: July 1, 2004

**Administrative Procedures**

**Class Assignments**

The assignment of students to classes will be the responsibility of the building principal.

The District Administrative Office and building principals will take the following measures to notify parents of registration for school:

1. The District Office will publish articles in the newspapers to notify parents to register their students.
2. Individual building newsletters will publish registration information.

At the elementary level, when the building principal and Associate or Assistant Superintendent, or his/her designee, decide that it is necessary to create a new class/section after class assignments have been published, the following will occur:

1. The principal will send a letter to all parents in the affected grade level, explaining the need to create a new section.
2. The principal may consider all volunteers, and will develop class lists.
3. All parents in that grade level will be notified of classroom reassignments as well as the date when the new class will begin.

Adopted: July 1, 2004

**Administrative Procedures****Student Attendance Areas**

A parent or guardian may request an attendance area transfer for his/her child, on the basis of extraordinary circumstances. Such requests will be evaluated in accordance with the following guidelines.

**General**

1. For purposes of these administrative procedures and the related policy, the term "extraordinary circumstances" means:
  - a. family move;
  - b. request from an outside agency;
  - c. family hardship;
  - d. psychological, emotional, health or social needs; or
  - e. similar such circumstances.

The term "extraordinary circumstances" does not include child care difficulties.

2. Transfers are permitted or denied at the discretion of the Administration, and the decision of the Administration is final.
3. Under special circumstances, the Superintendent or his/her designee reserves the right to place a student in a school other than the school designated for the student's residence.

**Transfer Criteria**

1. *Family Move:* A student who moves into another attendance area during the regular school year may (1) immediately enroll in the grade-level-appropriate school designated for the attendance area to which he or she has moved, or (2) continue to attend the school in which he or she was enrolled prior to the move, for the remainder of the school year.
2. *Requests from Outside Agencies:* Requests that originate from a juvenile court, a social/rehabilitation service, or a mental health center may be approved when the transfer is necessary for the student's educational welfare.
3. *Family Hardship:* Transfers for hardships in the family (such as dissolution of the family unit by divorce, placement of a student outside the home, documented abuse, or other special circumstances involving change of family structure) may be approved if in the best interests of the student and the School District, as determined in the sole discretion of the School District. Child care difficulties do not constitute family hardship for purposes of these administrative procedures.

4. *Psychological, emotional, health or social needs:* Based upon documented supporting evidence, a transfer application may be filed on the basis of psychological, emotional, health, or social needs. A statement prepared by a licensed doctor, psychiatrist, or psychologist will be required and must specifically state (1) the nature of the student's condition, (2) the nature of the psychological, emotional, health or social need, and (3) the reason why the transfer will be beneficial to the student. The District may require the student to see a doctor of its choice at District expense if deemed appropriate.

#### Transfer Procedures

1. A request for an attendance area transfer must be submitted in writing, on the form attached hereto.
2. The transfer request must be submitted prior to the start of the school term for which the transfer is requested. If granted, the transfer will be effective for one school term only. For each subsequent school term, the transfer request must be resubmitted and will be reevaluated by the School District.
3. The transfer request must be submitted to the Office of the Assistant Superintendent for Elementary Education Programs or the Office of the Assistant Superintendent for Secondary Education Programs, as applicable.
4. All applications for transfer will be reviewed and either approved or denied by the Assistant Superintendent for Elementary Education Programs or the Assistant Superintendent for Secondary Education Programs, as applicable. Appeal of any decision by the Assistant Superintendent to the Superintendent must be made within five working days.
5. As a condition for approval of any voluntary transfer request, the requesting party may be required to sign a transportation waiver form provided by the District. This waiver acknowledges that any right to free transportation the student may otherwise have by reason of Board policy or State statute is waived.

#### Interscholastic Eligibility

District approval of an attendance area exception does not guarantee interscholastic eligibility. The applicable athletic association must rule on the eligibility of all transfer students whether in or out of District.

Adopted: October 2, 2006  
Amended: June 4, 2007

## ATTENDANCE AREA TRANSFER REQUEST

*This form MUST be completed in full.*

Date of Request: \_\_\_\_\_

Name of Student(s):

Age

Grade

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

For the 20\_\_ - 20\_\_ school year, I request special permission to have my child(ren) attend  
\_\_\_\_\_ School rather than \_\_\_\_\_ School for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that this request will be evaluated in accordance with applicable Board policies and administrative procedures.

\_\_\_\_\_  
Parent/Guardian Signature

Return to: Office of the Assistant Superintendent  
417 Fifth Street, Aurora, Illinois 60505

\_\_\_\_\_  
FOR OFFICE USE ONLY:

\_\_\_ Approved

\_\_\_ Denied

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Administrator's Title

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Students****Part-Time Attendance By Private or Home-School Students**

A student who resides within the District and whose primary enrollment is in a District school may enroll in a private school or home school on a part-time basis. Also, a student who resides within the District and whose primary enrollment is in a private or home school may enroll in the District's regular education program, on a part-time basis, provided there is sufficient space in the school, and provided that the student's enrollment does not require changes to the normal scheduling procedures used by the school.

Requests for part-time attendance for the upcoming school year must be submitted by the private school principal, or in the case of home schooling, by the parent or guardian, before May 1. If the student is accepted, the principal will determine his/her class assignment(s). Such students will be permitted on campus only during the school day, in accordance with that schedule. The school has the right to change the schedule when the classroom teacher or building principal determines that such a change is appropriate. Notice will be given when such schedule changes occur.

LEGAL REF.: Illinois School Code, Sec. 10-20.24, 14-6.01, and 29-4 (105 ILCS 5/10-20.24, 5/14-6.01, and 5/29-4).

Adopted: July 1, 2004



**Administrative Procedures****Part-Time Attendance By Private or Home-School Students**

If the student is in high school, the District will accept credits earned and certified through either a private or home school. Credits and grades awarded by home school will reflect only a pass/fail grade unless the grades are certified by an external accrediting agency. To receive a District 131 diploma and participate in graduation exercises, a part-time student must meet the district's requirements for graduation and must have completed two and one-half (2.5) credits in the district's program within the last two semesters prior to graduation. To be considered for honorary positions of valedictorian and salutatorian, the student must have completed two and one-half (2.5) credits in the district's program during the student's seventh semester.

The District also will accept the part-time attendance of students with disabilities who live within the District and are enrolled in nonpublic schools. Requests for such attendance must be submitted by the student's parent(s)/guardian(s). Thereafter, special educational services will be provided as soon as the District completes the identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester (after the procedures are completed).

Adopted: July 1, 2004

## **Students**

### **Enrollment Information**

Enrollment information, including the names and addresses of District students and/or their parent(s), may not be released or used for commercial purposes by any District student or employee or outside agency or company.

Any questions regarding the release of such information should be directed to the Superintendent.

### **Armed Forces Recruitment**

The District will provide access to the high school campus and to student directory information to the official recruiting representatives of the armed forces of Illinois and the United States for the purpose of informing students of the educational and career opportunities available in the military if the Board has provided such access to other persons or groups whose purpose is to acquaint students with educational or occupational opportunities available to them. However, the Board will not give greater notice regarding the right of access to recruiting representatives than is given to other persons and groups. For purposes of this policy, "directory information" means a high school student's name, address, and telephone number.

If a student or his or her parent/guardian submits a signed, written request to the high school before the end of the student's sophomore year (or if the student is a transfer student, within thirty (30) days of enrollment at the high school) that indicates that the student or his or her parent or guardian does not want the student's directory information to be provided to official recruiting representatives, the high school will not provide access to the student's directory information to recruiting representatives. The high school shall notify its students and their parents/guardians of the provisions of this policy.

The District may require official recruiting representatives of the armed forces of Illinois and the United States to pay a fee for copying and mailing a student's directory information in an amount that is not more than the actual costs incurred by the District.

Information received by an official recruiting representative under this policy may be used only to provide information to students concerning educational and career opportunities available in the military and may not be released to a person who is not involved in recruiting students for the armed forces of Illinois or the United States.

LEGAL REF.: Illinois School Code, Sec. 10-20.5a (105 ILCS 5/10-20.5a).

Adopted: October 2, 2006

## **Students**

### **Student Attendance Areas**

#### **General**

District 131 is divided into student attendance areas for each District school. In general, a student must attend the grade-level-appropriate school for the attendance area in which the student resides. A District map showing current school attendance areas will be maintained by the Superintendent or his/her designee.

#### **Transfers Among Attendance Areas**

Attendance area transfers requested by a student's parent or guardian may be permitted under the following circumstances:

1. School choice will be offered in connection with academically underperforming schools or unsafe schools, as required by, and in accordance with, the provisions of the Elementary and Secondary Education Act (Sections 1116 and 9532), applicable State law, and applicable District policies; and
2. Attendance area transfers may be approved under extraordinary circumstances, in accordance with administrative procedures developed by the Superintendent or his/her designee. Transfers are permitted or denied at the discretion of the Administration, and the decision of the Administration is final.

LEGAL REF.: Illinois School Code, Sec. 10-21.3 and 10-22.5 (105 ILCS 5/10-21.3 and 5/10-22.5).

CROSS REF.: 615

Adopted: October 2, 2006

## **Students**

### **School Admissions**

#### **Attendance Ages**

Admission into District schools is based upon chronological age. The Illinois School Code of Illinois generally requires that all children in the state between the ages of seven and sixteen attend a public school, an approved private school, or a registered home program.

#### **Admission Procedure**

All students must register for school each year on the dates and at the place, or in the manner, designated by the Superintendent.

When a child is registering for school in District 131 for the first time, a parent or guardian must provide proof of identity and age. Such proof can be supplied by presenting the original or certified copy of a birth certificate, valid passport, baptismal record, or any other record recognized by a court of law. The parent or guardian also must provide proof of residence, disease immunization or detection as required by State law, and the required physical examination. Further, parent(s)/guardian(s) are encouraged to have their child undergo a dental examination. In addition, students transferring from a non-District school must comply with Board Policy 705.23 (Student Transfers).

#### **Kindergarten Readiness and Retention**

District 131 believes that a child's success in early-school programs is primarily a matter of skills readiness and maturity. Conversely, persistent learning problems often are the result of placement in programs above the student's current readiness or maturation levels. Therefore, when appropriate, it may be recommended that a student be placed in a developmentally appropriate program where he/she can develop skills and task commitment that are representative of a kindergarten student.

To help assure timely enrollment and a well-planned kindergarten experience, the District offers:

1. Pre-school screenings
2. Optional pre-school programming (Special Services)

If a child has difficulty completing the skills readiness program and/or has maturation problems following a year of kindergarten, he/she may be retained.

Admission to Kindergarten

The Board of Education, in compliance with the requirements of the State of Illinois, will maintain kindergartens for the instruction of all children who are residents of the District and who have reached the age of five (5) years on or before September 1 of the year of school enrollment.

Children ages 3 to 4 2 years who have exceptional needs, qualify for special education, and reside within the boundaries of the District are eligible for admission to the District=s Early Childhood Services.

Admission to First Grade

A child who has reached the age of six (6) years old on or before September 1, and/or has successfully completed kindergarten, may enter first grade.

LEGAL REF.: Illinois School Code, Sec. 10-20.12, 10-20.19a, 14-1.02, 14-1.03a, 26-1, 26-2, and 27-8.1 (105 ILCS 5/10-20.12, 5/10-20.19a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1).

CROSS REF.: 705.23

Adopted: July 1, 2004

## **Students**

### **Student Attendance and Truancy**

#### **General**

Whoever has custody or control of any child between the ages of seven and seventeen must ensure that the child attends some public school in the district where the child resides the entire time school is in session during the regular school term, except as otherwise provided by law.

#### **Philosophy**

The goal of the attendance policies and procedures of the District will be to support and improve the regular attendance and performance of our students. The Board of Education recognizes that regular attendance is vital to a student's success in school. In order to take full advantage of the educational program offered by the teachers and supported by the staff of District 131, students must attend school on a daily basis. Regular attendance and parental support coupled with student effort are critical factors in learning and being successful in school. Ensuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. A student who is frequently absent misses valuable instruction and discussion that is important for academic success, even though the written work is made up.

The District will not be responsible for the educational progress of students who fail to maintain regular attendance, or who are removed from school for extended periods of time contrary to law or good educational practices, as deemed appropriate by the District.

Parents and/or guardians having legal custody of school-age children are responsible for controlling those children and insuring their attendance in school.

#### **Expectations**

This District requires that parent(s)/guardian(s) ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and inform the school of any absences and the causes of such absences. A written excuse signed by the parent/guardian may be required unless the child is excused from attendance under the provisions of Board Policy 672 (School Ceremonies and Observances).

#### **Absenteeism**

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend classes on a

regular basis. Attendance is considered an important part of each class grade. Therefore, excessive absences will negatively affect the grade or credit for that class.

Absences are categorized as excused or unexcused. Valid causes of absenteeism (excused), as listed in Section 26-2a of the Illinois School Code, are:

- X Illness
- X Observance of a religious holiday (See Board Policy 672)
- X Death in the immediate family
- X Family emergency
- X Circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student
- X Other situations beyond the control of the student as determined by the Board of Education.

All other absences will be considered unexcused.

#### Absence Notification

Each school will inform parents and students about District attendance policies and guidelines. Thereafter, the student's parents or guardians are responsible for promptly notifying the school attendance center of an expected absence.

If a child is absent from school and there is no record that such absence is for a valid cause, or that the absence has been authorized by a parent, legal guardian or other person having legal custody of the child, the building principal or his/her designee will, within 2 hours after the first class in which the child is enrolled, make a reasonable effort to notify the parent, legal guardian or other person having legal custody of the child of the child's absence from school by telephoning the numbers given in accordance with Section 26-3b of the Illinois School Code.

Parents are requested to notify the school when a child has been diagnosed as having a communicable disease in order that notices may be sent home to alert the parents of other children who may have been exposed.

#### Medical Documentation

Under certain circumstances, the District may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

#### Tardiness

Students are expected to arrive to class on time. A student is considered tardy when he/she is not in class at the required time. Tardiness is not appropriate and disrupts the

education of other students. Each building will develop a monitoring and reporting system.

Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and each individual student's learning process. Tardies are categorized as excused or unexcused. Valid causes of tardiness (excused) are:

- X Medical appointments
- X Attendance at a funeral

#### Tardiness Notification

Parent(s)/guardian(s) are requested to notify the school office if a student will be arriving late, by writing a note, calling the office or accompanying the child to the school office for sign in. All students who are tardy will report to the building principal's office immediately upon arriving, provide the reason for the tardiness, receive authorization to return to class, and then immediately return to class and present the authorization to the classroom teacher.

#### Excessive Absenteeism

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

In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to:

- X track and provide early identification of potentially harmful attendance practices, and
- X provide a progressive, multi-level plan toward remediation of the problem.

This procedure will include, but not be limited to, interviews with the student, his/her parent(s)/guardian(s), any school official(s), Project VISA, or other people who may have information.

#### Truancy

The District recognizes a responsibility to establish and maintain an attendance program to reduce and discourage truancy in all District schools.

The District considers a student who is subject to compulsory school attendance to be truant if he/she is absent for the school day or a portion of the school day without proper permission.



Chronic Truancy

The District considers a student who is subject to compulsory school attendance to be a chronic or habitual truant if he/she is absent for 10% or more of the previous 180 regular attendance days without proper permission.

Resources and Supportive Services

The following resources and supportive services, as determined appropriate, are available to truants and chronic or habitual truants with attendance problems and their parent(s)/guardian(s):

- X conferences with school personnel
- X counseling services of school counselors, social workers, and psychologists
- X testing by school psychologists and special education personnel
- X schedule or program changes
- X placement in alternative educational programs
- X special education assessment and placement
- X referral to Project VISA or community agencies for appropriate services

Truant Minor

The District, in accordance with Section 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or has been offered and refused by the parent(s)/guardian(s) and/or student.

Referral of Chronic Truants

The respective building principal will initiate the first action to handle the problem of truancy by notifying parents. He/she also will initiate proper counseling and actions to secure resources to find a solution to the problem.

If the truancy continues, the principal will notify the Superintendent or his/her designee of the problem and outside-of-district resources -- such as the Kane County Juvenile Officer -- also will be notified. District personnel will assist truant officers to fulfill their duties.

Punitive Action

Pursuant to Section 26-12 of the Illinois School Code, schools in the District will take no punitive action, including out-of-school suspensions, alternatives to suspension, expulsions or court action, against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and

parent(s)/guardian(s). No punitive actions will be taken by the District against the grades of a truant student unless appropriate due process procedures are taken.

### Student Employment

Any child necessarily and lawfully employed according to the provisions of the law regulating child labor may be excused from attendance at school by the Superintendent or his/her designee.

LEGAL REF.: Illinois School Code, Sec. 26-1, 26-2, 26-2a, 26-2b, 26-3, 26-3b, 26-9, 26-12, 26-13, 26-14 and 26-15 (105 ILCS 5/26-1, 5/26-2, 5/26-2a, 5/26-2b, 5/26-3, 5/26-3b, 5/26-9, 5/26-12, 5/26-13, 5/26-14 and 5/26-15).

CROSS REF.: 672

Adopted: December 4, 2006

**Administrative Procedures**

**Student Attendance and Truancy**

The following responsibilities are assigned in the implementation of the Board of Education's policy on truancy:

Responsibilities of the building administrators:

- X Maintain attendance records on all assigned students.
- X Monitor attendance records and investigate chronic truancy.
- X Refer the truant student to the appropriate building support staff if the absenteeism persists after investigation.
- X Attempt to establish a program of regular school attendance and monitor the student's subsequent adherence to attendance regulations.
- X Upon further truancy, refer the student to the Truant Office of the Regional Office of Education of Kane County and notify the parents and the student of such action.
- X Prepare a report of the truant officer's action, conclusions, and recommendations, and a summary of the actions taken.

A recommendation may be made to the Superintendent that court action be initiated by the District.

Adopted: July 1, 2004

## **Students**

### **Student Residency**

#### **Residents**

Students who are residents of District 131 will be admitted to school in accordance with admission requirements established by state law. Students enrolling in the District for the first time may be required to provide 3 documents from the list below as proof of residence:

1. Title evidence, mortgage papers, lease agreement, or completed Student Registration and Proof of Residency Questionnaire and notarized Affidavit of Residence (1 only)
2. Utility bill (1 only)
3. Photo identification (may include driver's license, Illinois state identification card, etc.)
4. Tax bill
5. Current voter's registration card
6. Library card
7. Loan payment book
8. Home insurance policy
9. Bank account
10. Medical card
11. Green card

District 131 may require periodic verification of residency as a means of validating compliance with the proof of residence requirement.

#### **Non-Residents**

It will be the policy of the Board of Education to deny applications for school attendance by nonresident students, except for students enrolled in a cooperative program with another district, who are exempt. Non-resident students may attend District 131 schools only upon the recommendation of the Superintendent and approval of the Board, subject to the following guidelines:

1. The student will attend on a year-to-year basis. Approval for any one year will not be construed as authorization to attend a following year.
2. The student will attend the school designated by the Board of Education.
3. The student will not be accepted for enrollment if the enrollment will result in a class size larger than that considered appropriate by the Board for the respective grade level.
4. Parents/guardians of non-resident students who attend the schools of the District will be charged tuition in accordance with Sections 10-20.12a and 10-20.12b of the Illinois School Code. Tuition may be pre-paid on or before the first day of the semester, or paid in monthly installments, on or before the first day of each month of school attendance. Non-resident students attending the District schools for less than the school term will have their tuition apportioned.
5. Parents of students enrolled under this policy will be required to abide by all rules and regulations set forth by the Board of Education, the Administration and the respective school that the student attends.

#### Former Residents

Students who are residents of District 131 at the beginning of any school term and who become non-residents during the term will be permitted to complete the remainder of the school term and will not be charged tuition.

#### Change of Residence Due to Military Service

If a change of residence of any District 131 student is due to the military service obligation of a person who has legal custody of the student, then, upon the written request of the person having legal custody of the student, the residence of the student will be deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the student immediately before the change of residence caused by the military service obligation. District 131 is not responsible for providing transportation to or from school for any student whose residence is so determined. District 131 will facilitate re-enrollment of such students if necessary.

#### Future Residents

Non-resident parent(s) or guardian(s) who have purchased, rented or built a primary residence within District 131, but will not occupy said residence immediately, may enroll their student(s) in District schools provided that they meet all of the following conditions:

1. The primary residence is to be occupied within 60 calendar days of the start of the school term.
2. The non-resident parent(s) or guardian(s) can provide bona fide evidence of a sales contract, lease, or rental agreement for property within District 131.

All non-resident parent(s) or guardian(s) who meet the above conditions may enroll their student(s) tuition free. Such students are subject to the same terms and conditions of enrollment as are resident students and their parent(s) or guardian(s). Failure to occupy the residence within 60 days may result in immediate assessment of full non-resident tuition, and the student may be excluded from school until the tuition is paid.

#### Students With Disabilities

The resident district of any child with a disability will be determined in accordance with Article 14 of the Illinois School Code.

#### Guidelines

The Superintendent is authorized to develop and implement administrative procedures for determining the residency of students attempting to enroll in District schools and for verifying the residence of students already enrolled, where circumstances suggest the student may be a resident of another school district.

The Board will review and determine any disputed residence matters, in accordance with this policy and related administrative guidelines.

LEGAL REF.: Illinois School Code, Sec. 10-20.12a, 10-20.12b, and 10-22.5 (105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5);  
Illinois School Code, Article 14 (105 ILCS 5/14-1.01, et seq.);  
Illinois Education for Homeless Children Act (105 ILCS 45/1-1 et seq.).

Adopted: December 5, 2005

## **Students**

### **Student Residency**

#### **Residents**

Students who are residents of District 131 will be admitted to school in accordance with admission requirements established by state law. Students enrolling in the District for the first time may be required to provide 3 documents from the list below as proof of residence:

1. Title evidence, mortgage papers, lease agreement, or completed Student Registration and Proof of Residency Questionnaire and notarized Affidavit of Residence (1 only)
2. Utility bill (1 only)
3. Photo identification (may include driver's license, Illinois state identification card, etc.)
4. Tax bill
5. Current voter's registration card
6. Library card
7. Loan payment book
8. Home insurance policy
9. Bank account
10. Medical card
11. Green card

District 131 may require periodic verification of residency as a means of validating compliance with the proof of residence requirement.

#### **Non-Residents**

It will be the policy of the Board of Education to deny applications for school attendance by nonresident students, except for students enrolled in a cooperative program with another district, who are exempt. Non-resident students may attend District 131 schools only upon the recommendation of the Superintendent and approval of the Board, subject to the following guidelines:

1. The student will attend on a year-to-year basis. Approval for any one year will not be construed as authorization to attend a following year.
2. The student will attend the school designated by the Board of Education.
3. The student will not be accepted for enrollment if the enrollment will result in a class size larger than that considered appropriate by the Board for the respective grade level.
4. Parents/guardians of non-resident students who attend the schools of the District will be charged tuition in accordance with Sections 10-20.12a and 10-20.12b of the Illinois School Code. Tuition may be pre-paid on or before the first day of the semester, or paid in monthly installments, on or before the first day of each month of school attendance. Non-resident students attending the District schools for less than the school term will have their tuition apportioned.
5. Parents of students enrolled under this policy will be required to abide by all rules and regulations set forth by the Board of Education, the Administration and the respective school that the student attends.

#### Former Residents

Students who are residents of District 131 at the beginning of any school term and who become non-residents during the term will be permitted to complete the remainder of the school term and will not be charged tuition.

#### Change of Residence Due to Military Service

If a change of residence of any District 131 student is due to the military service obligation of a person who has legal custody of the student, then, upon the written request of the person having legal custody of the student, the residence of the student will be deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the student immediately before the change of residence caused by the military service obligation. District 131 is not responsible for providing transportation to or from school for any student whose residence is so determined. District 131 will facilitate re-enrollment of such students if necessary.

#### Future Residents

Non-resident parent(s) or guardian(s) who have purchased, rented or built a primary residence within District 131, but will not occupy said residence immediately, may enroll their student(s) in District schools provided that they meet all of the following conditions:



1. The primary residence is to be occupied within 60 calendar days of the start of the school term.
2. The non-resident parent(s) or guardian(s) can provide bona fide evidence of a sales contract, lease, or rental agreement for property within District 131.

All non-resident parent(s) or guardian(s) who meet the above conditions may enroll their student(s) tuition free. Such students are subject to the same terms and conditions of enrollment as are resident students and their parent(s) or guardian(s). Failure to occupy the residence within 60 days may result in immediate assessment of full non-resident tuition, and the student may be excluded from school until the tuition is paid.

#### Students With Disabilities

The resident district of any child with a disability will be determined in accordance with Article 14 of the Illinois School Code.

#### Guidelines

The Superintendent is authorized to develop and implement administrative procedures for determining the residency of students attempting to enroll in District schools and for verifying the residence of students already enrolled, where circumstances suggest the student may be a resident of another school district.

The Board will review and determine any disputed residence matters, in accordance with this policy and related administrative guidelines.

LEGAL REF.: Illinois School Code, Sec. 10-20.12a, 10-20.12b, and 10-22.5 (105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5);  
Illinois School Code, Article 14 (105 ILCS 5/14-1.01, et seq.);  
Illinois Education for Homeless Children Act (105 ILCS 45/1-1 et seq.).

Adopted: December 5, 2005

**ADMINISTRATIVE GUIDELINES**  
**FOR DETERMINING STUDENT RESIDENCY**

**Non-Resident Tuition**

In accordance with Sections 10-20.12a and 10-20.12b of the Illinois School Code, students who are not residents of District 131 will be charged non-resident tuition.

**Residence Defined**

For purposes of Board Policy No. 705.07, the residence of a person who has legal custody of a student will be deemed to be the residence of the student. "Legal custody" is defined as one of the following:

- 1) custody exercised by a natural or adoptive parent with whom the student resides,
- 2) custody granted by court order to a person with whom the student resides for reasons other than to have access to the District's schools,
- 3) custody exercised under a statutory short-term guardianship -- provided that, within 60 days of the student's enrollment, a court order establishes a permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the District's schools,
- 4) custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for a student who resides with him/her for purposes other than to have access to the District's schools, or
- 5) custody exercised by an adult who demonstrates that he/she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed night-time home for purposes other than to have access to the District's schools.

**Residence Exceptions**

No tuition will be charged for students placed by the Illinois Department of Children and Family Services (DCFS) with a foster parent or in a child-care facility located in another school district, if DCFS determines that it is in the student's best

interest to maintain attendance in the former school district. Nor will tuition be charged to the parent(s) or guardian(s) of a homeless child as defined in the Education for Homeless Children Act.

#### Change of Residence Due to Military Service

If a change of residence of any District 131 student is due to the military service obligation of a person who has legal custody of the student, then, upon the written request of the person having legal custody of the student, the residence of the student will be deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the student immediately before the change of residence caused by the military service obligation. District 131 is not responsible for providing transportation to or from school for any student whose residence is so determined. District 131 will facilitate re-enrollment of such students if necessary.

#### Proof of Residence

Where circumstances or information indicate that a student may be a legal resident of another school district, the principal will require the parent or guardian to establish the legal residence of the student as follows:

1. The parent or guardian will complete and sign the Student Registration and Proof of Residency Questionnaire and Affidavit of Residence forms that are attached hereto.
2. The parent or guardian will produce any additional evidence of parental or student residency that the principal deems necessary, including but not limited to: voter registration verification, utility bills, and cards or other authorization issued by the Department of Public Aid, Department of Revenue, Secretary of State, or other State or federal agencies, -- in order to establish residency.
3. Students who are determined to be non-residents or whose parent(s) or guardian(s) refuse to complete the questionnaire or provide other evidence of residency will be advised in writing that non-resident tuition will be assessed immediately and that the student will be excluded from school until the tuition is paid.
4. The parent or guardian will be further advised that the principal's decision may be appealed to the Superintendent, or his/her designee, and then to the Board of Education, as explained below.

### Notice and Hearing Procedures

If the Board determines that a non-resident student is improperly attending the District's schools on a tuition-free basis, the Board will notify the person who enrolled the student of the amount of tuition due for the student's attendance in the District. The notice will be sent by certified mail, return receipt requested.

If the person who enrolled the student wishes to request a hearing to review the Board's determination, that person may do so within 10 days after receiving such notice. That request must be sent by certified mail, return receipt requested, to the Superintendent.

Within 10 days after receiving the request for hearing, the Board will schedule a hearing to determine the student's residence, and will notify the person requesting the hearing of the time and place of the hearing. The hearing will be held not less than 10 nor more than 20 days after the notice of hearing is given. The notice of hearing will be sent by certified mail, return receipt requested.

The hearing will be conducted by the Board, or by a hearing officer designated by the Board. Both the Board and the person who enrolled the student may be represented at the hearing by representatives of their choice. At the hearing, the person who enrolled the student will have the burden of going forward with evidence concerning the student's residency.

If the hearing is conducted by a hearing officer, the hearing officer will, within 5 days after the conclusion of the hearing, send a written report of his/her findings to the Board and to the person who enrolled the student, by certified mail, return receipt requested. The person who enrolled the student may, within 5 days after receiving those findings, file written objections to those findings with the Board by sending the objections to the District by certified mail, return receipt requested, addressed to the Superintendent.

Whether the hearing is conducted by the Board or by a hearing officer, the Board will decide, within 15 days after the conclusion of the hearing, whether the student is a resident of the District, and will determine the amount of tuition, if any, required to be charged under Section 10-20.12a of the School Code. The Board will send a copy of its decision to the person who enrolled the student, and the decision of the Board will be final.

When a hearing is requested per policy 705.07, the student may, at the request of the person who enrolled the student, continue attending school in the District pending the final decision of the Board. However, such attendance does not relieve the person who enrolled the student of the obligation to pay the tuition charged for that attendance if the final decision of the Board is that the student is a non-resident of the District. Further, if ruled a non-resident, the student will not be permitted to continue attending school in the District unless the required tuition is paid for the student.

Adopted: July 1, 2004

## FOR OFFICE USE ONLY

☐ Birth Certificate  
☐ Voter Registration Card  
☐ Utility Bill  
☐ Gas ☐ Electric ☐ Phone  
☐ Public Aid Auth. (Green Card)  
☐ Court Ordered Guardianship  
☐ Driver's License  
☐ Other

Checked by \_\_\_\_\_

**STUDENT REGISTRATION**  
**AND PROOF OF RESIDENCY QUESTIONNAIRE**

The following questions must be answered fully. This form must be completed by the student's parents or court ordered legal guardian.

**STUDENT INFORMATION**

1. Student's Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_
2. Student's Address \_\_\_\_\_ City \_\_\_\_\_
3. Telephone \_\_\_\_\_ Sex \_\_\_\_\_ Birthday \_\_\_\_\_ School \_\_\_\_\_

Does the student eat his/her meals regularly at the said residence? Yes\_\_\_ No\_\_\_

Does the student sleep regularly at said residence? Yes\_\_\_ No\_\_\_

Does the student spend his/her weekends regularly at said residence? Yes\_\_\_ No\_\_\_

Does the student spend his/her summers regularly at said residence? Yes\_\_\_ No\_\_\_

**EMERGENCY PHONE NUMBERS** (Neighbor or Relative)

4. Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

Name

Phone

Address

Relationship

**DOCTOR'S INFORMATION** (Having medical records of student)

5. Name

Phone

Address

**INFORMATION PERTAINING TO FAMILY**

6. Identity of person completing this questionnaire:

Name

Phone

Address

7. Relationship to student of person completing questionnaire (check one):

☐ Father ☐ Mother ☐ Guardian

☐ Other

(State relationship-"aunt", "grandmother", etc.)

8. Identity of student's mother:

Name

Phone

Address

9. Identity of student's father:

Name

Phone

Address

10. Are parents divorced? \_\_\_\_Yes \_\_\_\_No

11. If parents are divorced, name and address of parent having legal custody of student:

Name

Phone

Address

12. Names of all persons (adults and children) residing with student:

Name:

Name:

Name:

Name:

13. Names, ages, addresses and school attended of all brothers and sisters of student (under age 18):

Name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address

School Attended:

Name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address

School Attended:

(Use back of sheet for additional persons.)

14. Who should be contacted about student's grades, etc.?

Name

Phone

Address

15. Who is responsible for payment of student fees?

Name

Phone

Address

16. Has a guardian been appointed for the student? Yes\_\_\_\_\_ No\_\_\_\_\_

If so, attach a copy of guardianship petition and court order.

Identity of guardian:

Name

Phone

Address

17. If student does not reside with father or mother, state the reason for residence with another person. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date:\_\_\_\_\_

\_\_\_\_\_  
Signature

**NOTE:** Illinois law provides that a person who knowingly enrolls or attempts to enroll in the schools of a school district on a tuition-free basis -- a pupil known by that person to be a nonresident of the district -- will be guilty of a Class C misdemeanor. Illinois law also provides that a person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge, will be guilty of a Class C misdemeanor. (105 ILCS 5/10-20.12b)



STATE OF ILLINOIS       )  
  ) SS  
COUNTY OF KANE       )

AFFIDAVIT OF RESIDENCE

I/We, \_\_\_\_\_, having first been sworn upon my/our oath, depose and say as follows:

That I am/we are the parent(s), guardian(s) or \_\_\_\_\_ of \_\_\_\_\_, age \_\_\_\_\_, and that his/her residence is \_\_\_\_\_ (street address), City/Village of \_\_\_\_\_, \_\_\_\_\_ County, Illinois, within the territorial boundaries of School District No. 131;

That I/we have truthfully completed the Student Registration and Proof of Residency Questionnaire provided by said School District; and

That the said child's residence within the said School District has not been established solely for the purpose of attending the schools thereof.

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Notary Public

**NOTE:** Illinois law provides that a person who knowingly enrolls or attempts to enroll in the schools of a school district on a tuition-free basis -- a pupil known by that person to be a nonresident of the district -- will be guilty of a Class C misdemeanor. Illinois law also provides that a person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge, will be guilty of a Class C misdemeanor. (105 ILCS 5/10-20.12b)

## **Students**

### **Withdrawal from School Enrollment**

Every effort will be made by District staff to encourage students to remain in school and graduate from the 12th grade.

Insofar as the State of Illinois requires compulsory attendance for all students between seven and seventeen years of age, only those students past their seventeenth birthday will be allowed to voluntarily withdraw from total school attendance. Such students wishing to voluntarily withdraw from school, who are past their seventeenth birthday but prior to their eighteenth birthday, may withdraw only with the permission of their parent or guardian.

However, when a student who is past his or her seventeenth birthday misses 10 consecutive days of school without valid cause, the student's parents or guardian will be notified that, if the student fails to attend school for 15 consecutive days of school without valid cause, the student will be deemed to have voluntarily withdrawn. Then, if/when that student does miss 15 consecutive days of school without valid cause, he/she will be deemed to have voluntarily withdrawn, and his/her name will be removed from the District's enrollment roster.

Pursuant to Section 26-2(b) of the Illinois School Code, the District will deny re-enrollment to any student 19 years of age or older who has dropped out and who could not, because of his/her age and lack of credits, attend classes during the normal school year and graduate before his/her twenty-first birthday. The District may, however, enroll such a student in a graduation incentives program or an alternative learning opportunities program, if available. If the District intends to deny re-enrollment to a student in accordance with Section 26-2(b) of the School Code, the District will first offer due process as required by Section 26-2(b). If a student is denied re-enrollment after receiving the required due process, the District will provide counseling to the student and will direct the student to alternative educational programs, including adult education programs, that lead to graduation or receipt of a GED diploma.

The District may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic standards if certain conditions (listed in School Code Section 26-2(c)) are met.

The District may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum attendance standards if certain conditions (listed in School Code Section 26-2(c)) are met.

When students do withdraw before age seventeen (17), they must meet one of the following conditions as stated in the Illinois School Code:

1. The child attends a registered private or parochial school;
2. The child is physically or mentally unable to attend school. The child's physical or mental disability must be certified to the District or county truant officer by a health care provider identified in School Code Section 26-1(2);
3. The child is excused for temporary absence for cause by the building principal or teacher;
4. The child is necessarily and lawfully employed according to provisions of the law regulating child labor;
5. The child is over 12 and under 14 years of age and attending confirmation classes; or,
6. The child is unable to attend on a particular day or days or at a particular time of the day because the tenets of his/her religion forbid secular activity on such day(s) or at such times.
7. The child is home schooled.
8. The student has already graduated from high school.

LEGAL REF.: Illinois School Code, Sec. 26-1 and 26-2 (105 ILCS 5/26-1, 5/26-2).

CROSS REF.: 705.06

Adopted: December 4, 2006

## Students

### Education for Homeless Children

For purposes of this policy, the terms “homeless child” and “homeless children” are defined as provided in Section 11434a(2) of the McKinney-Vento Homeless Assistance Act (“McKinney-Vento Act”), 42 U.S.C. §11434a(2).

Homeless children will be provided equal access to the District’s educational programs, in accordance with the McKinney-Vento Act and State law. The District will implement procedures to remove barriers to enrollment by homeless children. Said procedures will include, but are not limited to, the following:

1. The District will make school placement determinations on the basis of the best interests of the homeless child, in accordance with the standards set forth in the McKinney-Vento Act and State law;
2. The District will immediately enroll homeless children and will provide assistance with obtaining records, pursuant to the requirements contained in the McKinney-Vento Act and State law;
3. Homeless children will not be stigmatized or segregated on the basis of their homeless status;
4. The District will address enrollment disputes as provided in the McKinney-Vento Act and State law; and
5. The District will provide transportation to homeless children as required by the McKinney-Vento Act and State law.
6. The District will post a visible public notice regarding the educational rights of homeless children and youth as required by the McKinney-Vento Act and State law.

In addition, the District will designate an appropriate staff member as the District’s liaison for homeless children. The liaison will coordinate services to facilitate the enrollment of homeless children and the provision of opportunities for academic success. The liaison will perform the specific duties set forth in the McKinney-Vento Act.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431, *et seq.*

105 ILCS 45/1-1, *et seq.*

Adopted: December 5, 2005

**Students****Release Time for Students - General**

- A. A student will be granted released time and be excused from school for religious observances required by the tenets of his/her religion, in accordance with Board policy 705.16.
- B. Pupils may be excused during school time only to take part in programs supervised or sponsored by the school.
- C. Children may be excused during school hours, at the discretion of the principal or Superintendent, for necessary medical and dental appointments, religious instruction, religious holidays, and emergencies.
- D. No persons other than the parent, legal guardian, government officials pursuant to warrant or subpoena, or school personnel will have permission to see the student during school hours unless such a visit is clearly for the student's welfare. The decision, whether the visit is clearly for the student's welfare, will be made by the principal or his/her designee.
- E. A student will be released and be excused from school for death of a member of his/her family.
- F. Parents are strongly discouraged from taking students away from school for vacations or for private lessons (e.g...music, dancing, sports instruction, etc.) on a regular basis. Such vacations or absences may disrupt the continuity of a student's learning and create educational problems. The District offers no guarantee that written assignments covering such vacation or absence periods will be provided.
- G. Any special requests for released time for a student should be addressed to the building principal.
- H. Attorneys or other persons represented by a Court to represent a student must provide the Building Principal with a copy of the Guardian Ad Litem court order.

CROSS REF.: 705.16

Adopted: July 1, 2004

**Students****Release Time for Religious Instruction/Observance**

District 131 recognizes that students may be absent from classes for the observance of religious holidays required by their faith. Any student who is absent from school on a particular day or days or at a particular time of day for the reason that the student is unable to attend classes or to participate in any examination, study, or work requirements on a particular day or days or at a particular time of day, because of the observance of a religious holiday or because the tenets of the student's religion forbid secular activity on a particular day or days or at a particular time of day, will be excused from any examination or any study or work assignments on those days or at such times.

No student excused from attending school in accordance with this policy will be required to submit a written excuse for such absence after returning to school.

Staff members will make available to any student who is absent because of the observance of a religious holiday an equivalent opportunity to make up any examination, study or work requirement that is missed. No special fees will be charged to the student for making such an opportunity available to the student.

LEGAL REF.: Illinois School Code, Sec. 26.1 and 26.2b (105 ILCS 5/26.1 and 5/26-2b).

CROSS REF: 672

Adopted: July 1, 2004

**Administrative Procedures****Release Time for Religious Instruction/Observance**

- A. It is the Policy of this School District that there shall be no discrimination against any student for observing religious holidays or following the tenets of his religious beliefs.
- B. A child may be absent from a school on a particular day or days or at a particular time of day for the reason that the child is unable to attend classes or to participate in any examination, study or work requirements on a particular day or days or at a particular time of day because the tenets of his religious beliefs forbids secular activity on that particular day or days or that particular time of day.

For the purposes of this Policy, "religion" includes all aspects of religious observance and practice, as well as belief.

A child's absence or non-participation for religious reasons shall be excused provided the child's parent or guardian complies with the requirements of this Policy.

- C. For a child's absence or non-participation because of religious reasons to be excused, that child's parent or guardian first must give written notice to the building principal, or the principals's designee, at least five (5) days before the expected absence or non-participation. The written notice shall inform the principal of the date and time of the absence, describe the particular religious holiday, and provide the name and telephone number of the local leader of the religion whose holiday is being celebrated by the student. Provided the absence or nonparticipation is because of a religious observance or practice, or for a holiday listed in Section D of this Policy, the principal shall excuse the absence, and notify each teacher of the child that the absence is excused.
- D. The following is a list of religious holidays on which it shall be mandatory for the principal to excuse a child's absence:

- |                  |                |
|------------------|----------------|
| 1. Rosh Hashanah | 3. Christmas   |
| 2. Yom Kippur    | 4. Good Friday |

This list is not exclusive. This Policy recognizes that there may be other religious holidays for which a child's absence or non-participation to observe that particular holiday or days shall be excused.

- E. The excused child shall be given the same opportunity as any other excused student to make up any examination, study or work requirements which the child has missed because of such absence or non-participation.

- F. No special fees of any kind shall be charged to the child for making available to such child the opportunity to make up work.
- G. Absolutely no adverse or prejudicial effects shall result to any child because of his availing himself of the provisions of this Policy. All School District personnel shall treat any child who has an absence or nonparticipation excused for religious purposes the same as any other child who has a valid excused absence or non-participation.

Adopted: July 1, 2004



**Students****Release During School Hours**

No one may release students from school at other than the regular dismissal times without prior approval of the building principal or his/her designee in the School Office. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s).

Oral permission will only be acceptable if the identity of the parent is recognized by the administrator or school office personnel receiving the call, or if permission can be verified by calling the parent/guardian back at a number listed on the child's emergency contact form. If not, early release will be denied.

In addition, a Student Sign Out Sheet may be required to be signed by the adult to whom the student is released.

Photo identification or other acceptable identification of the person taking the child may be requested by school personnel if there is any concern.

Adopted: July 1, 2004

**Administrative Procedures****Release During School Hours**

Each school will maintain procedures to promote school security and student safety that incorporate the following:

1. All exterior doors, other than the main entrance to each school, will be locked during the school day. Signs directing visitors to use a main entrance will be posted at each of the other entrances to the school.
2. All visitors and parents will be directed to use the main entrance to each school. Visitors will be asked to state the reason for their visit.
3. All visitors must sign in and out at the school office and will be given an identification badge to be displayed while in the building.
4. Students having permission to leave the building during school hours may be required to be signed out in the school office by a parent, guardian or person specifically approved by the parent or guardian. Identification may be required prior to a student being called to the office and before the release of any student.
5. District 131 employees not regularly assigned to a building will be provided with an identification badge to be worn at all times when in the schools. School volunteers may be issued permanent identification badges.
6. All District staff will be responsible for directing or accompanying visitors to the school office if the visitors are not displaying an appropriate visitors badge.
7. Principals will inform their school community of regulations regarding visitors entering the building.
8. Each school office will provide adult supervision for the entire school day. In case of absence, reasonable efforts will be made to secure adult supervision during the day.
9. During hot weather, the principal will use his/her discretion in permitting classroom and/or other doors to be open for proper ventilation.
10. Phone numbers for police, fire, paramedics and poison control will be available at each school phone.

Adopted: July 1, 2004

### **Students**

#### **Health Examinations, Dental Examinations, Eye Examinations, Immunizations, and Exclusion of Students**

##### **Health Examinations and Immunizations**

All children in Illinois must have a health examination within one year prior to:

- (1) entering school (this includes students entering special education and/or pre-kindergarten programs operated by the District, and students transferring into Illinois from outside of the State or outside of the country);
- (2) entering kindergarten and/or first grade; and
- (3) entering sixth grade.

At the following times, parent(s)/guardian(s) must present proof that their child has received the required health examinations (as referenced above) and immunizations against and screenings for preventable communicable diseases (as required by Illinois Department of Public Health Rules):

- Prior to entering a pre-kindergarten program (including a special education program) operated by the District;
- Prior to entering kindergarten and/or first grade;
- Upon entering sixth grade;
- Whenever a student first enrolls in school within the District, regardless of the student's grade.

In addition, annual physical examinations are required for students wishing to try out for, practice, or participate in interscholastic sports.

All physical examinations must be performed by a licensed M.D. (Doctor of Medicine), or D.O. (Doctor of Osteopathy), authorized Advanced Practice Nurse, or authorized Physician Assistant. Proof of required physical examinations and immunizations must be recorded on report forms issued by the Illinois Department of Public Health and/or the Illinois State Board of Education. Said report forms must be completed and signed by the M.D., D.O., Advanced Practice Nurse or Physician Assistant, as applicable, and submitted to the District. If a registered nurse performs any part of a health examination, the physician must review and sign all required report forms.

**Deadlines for Proof of Health Examinations and Immunizations**

School District 131 hereby establishes the first day of student attendance for the current school year as the date by which each child must submit proof of having had all required health examinations and immunizations. Accordingly, prior to the first day of the school term, students must submit proof of having had the required health examination and immunizations. The District shall give notice of this requirement, and of the requirements of Section 27-8.1 of the Illinois School Code (105 ILCS 5/27-8.1), at least 60 days prior to the first day of student attendance for the current school year.

If for medical reasons one or more of the required immunizations must be given after the first day of student attendance for the current school year, then the child must present, by the first day of student attendance for the current school year, a schedule for the administration of the immunizations and a statement of the medical reasons causing the delay, both of which have been issued by the physician, advanced practice nurse, physician assistant, registered nurse, or local health department that will be responsible for administration of the remaining required immunizations. In addition, the parent(s)/guardian(s) of such students may be required to sign a temporary consent for their child's participation in physical education, which will be effective until the required physical exam has been completed and filed with the student's records.

Any child who transfers into the District from out-of-state must submit proof of having had all required health examinations and immunizations within thirty (30) days of enrollment. The parent(s)/guardian(s) of such students may be required to sign a temporary consent for their child's participation in physical education, which will be effective until the required physical exam has been completed and filed with the student's records.

Failure to comply with the above requirements/deadlines will result in the student's exclusion from school until the required health forms are presented to the District. During a student's exclusion from school for non-compliance with this policy, the student's parent(s)/guardian(s) will be considered to be in violation of Section 26-1 of the Illinois School Code and subject to any penalty imposed by Section 26-10 of the School Code.

**Additional Medical Examinations/Assessments/Information**

District staff may require that parent(s)/guardian(s) obtain additional physical examinations for their children when deemed necessary in order to assure the student's health and the health and welfare of other students and staff.

Parent(s)/guardian(s) will be expected to notify the school of any allergies to food or drugs or other physical needs their child may have. Parent(s)/guardian(s) also are encouraged to have their child undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician or health care provider that their child has been risk-

assessed for lead poisoning before the child will be admitted into any District-operated kindergarten, early childhood, or child-care program.

### Dental Examinations

All children in kindergarten, second grade and sixth grade must have a dental examination. Parent(s)/guardian(s) of such students must present proof that the student has been examined by a licensed dentist, in accordance with Illinois Department of Public Health Rules, before May 15 of the school year. Proof of required dental examinations must be recorded on report forms issued by the Illinois Department of Public Health and/or the Illinois State Board of Education. Said report forms must be completed and signed by a licensed dentist, and submitted to the District.

If a child in the second or sixth grade fails to present proof of a dental exam by May 15, the school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed dental examination, or (2) the child presents proof that a dental examination will take place within 60 days after May 15.

The dental examination requirement may be waived for children who demonstrate an undue burden or lack of access to a dentist, in accordance with rules established by the Illinois Department of Public Health.

### Eye Examinations

All children enrolling in kindergarten, and any student enrolling in a school for the first time, must have an eye examination. Before October 15 of the school year, parent(s)/guardian(s) of such students must present proof that the student has been examined, within the previous year, by a licensed optometrist or a physician licensed to practice medicine in all of its branches, in accordance with Illinois Department of Public Health rules and Section 27-8.1 of the Illinois *School Code*. Proof of required eye examinations must be recorded on report forms issued by the Illinois Department of Public Health and/or the Illinois State Board of Education. Said report forms must be completed and signed by a licensed optometrist or a physician licensed to practice medicine in all of its branches, and submitted to the District.

If a child is required to present proof of an eye exam but fails to do so by October 15, the school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed eye examination, or (2) the child presents proof that an eye examination will take place within 60 days after October 15.

The eye examination requirement may be waived for children who demonstrate an undue burden or lack of access to a licensed optometrist or a physician licensed to practice medicine in all of its branches who provides eye examinations, in accordance with rules established by the Illinois Department of Public Health.

Exemption on Religious or Medical Grounds

A student may be exempted from this policy's requirements (relating to health exams, dental exams, eye exams, or immunizations) on religious grounds if the student's parent(s)/guardian(s) present, to the building principal, a signed statement explaining the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form.

Notices, Forms and Records

The school staff will apprise parent(s)/guardian(s) of their obligations under this policy, will furnish the necessary forms, and will keep records of compliance. On or before March 16 of each school year, the School District will provide notice of the dental examination requirement to parents and guardians. Notice of the eye examination requirement will be given in accordance with the rules of the Illinois Department of Public Health.

LEGAL REF.: Illinois School Code, Sec. 26-1, 26-10 and 27-8.1 (105 ILCS 5/26-1, 5/26-10 and 5/27-8.1);  
Illinois Lead Poisoning Prevention Act, Sec. 7.1 (410 ILCS 45/7.1).

Adopted:

Amended: March 2, 2009

(District Letterhead)

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STATUS OF PHYSICAL AND IMMUNIZATION RECORD(S) FOR INCOMING  
STUDENT

ENROLLMENT DATE: \_\_\_\_\_ DUE DATE: \_\_\_\_\_  
Month Day Year Month Day Year

STUDENT NAME: \_\_\_\_\_  
Last First Middle

ATTENDANCE SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

I understand that my child, whose name appears above, is being admitted to school on a temporary basis awaiting his/her current physical and immunization records from the previous school attended.

Also, I understand that if my child is enrolling from out of state or out of country, he/she must present a health examination that was completed within one year prior to entry into an Illinois school on a comparable form.

By the first day of student attendance (or the due date specified above, if later), he/she must have a physical exam and complete record of immunizations on file at school in order to remain in attendance. (Illinois School Code, Sec. 27-8.1)

I also understand that it is my responsibility to check with the present attendance school prior to the above due date to determine what, if anything, may be required to bring my son or daughter into compliance.

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Signature of Parent or Guardian

Student Health File

## **Students**

### **Student Transfers**

#### **Transferring In**

Transfer students seeking admission to the District must satisfactorily meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by the Illinois School Code and the District. In addition, transfer students must provide a completed "good standing" form from the school from which the student is transferring.

If a student who is transferring in was suspended or expelled from any Illinois public school for any of the following offenses, he/she will not attend class until he/she has served the entire period of such disciplinary action:

1. Knowingly possessing a weapon -- as defined in the Gun Free Schools Act (20 U.S.C. §8921 et. seq.) -- in a school building or on school grounds;
2. Knowingly possessing, selling, or delivering a controlled substance or cannabis, in a school building or on school grounds; or
3. Battering a staff member of the school.

A student transferring into a District 131 elementary school will be placed at the grade level deemed appropriate by the building principal or his/her designee -- based on records from the school previously attended.

A student transferring into a District 131 middle school or senior high school will be placed into classes deemed appropriate based on records from the school previously attended and a conference with the District 131 guidance counselor.

School officials may administer achievement and/or ability tests or use additional pertinent information to assist in the student's placement.

In addition, the District will request that every new student present his/her records, including the unofficial records of his/her grades and current mathematics and language arts placement levels, health records, and the most current set of standardized test reports. However, the student's inability to present his/her academic records will not prohibit admission to the District.

When a new student applies for admission to the District, and does not present his/her school student records, the building principal or his/her designee will notify the school or District last attended, requesting that the student's school record be copied and sent to District 131.



Students will be registered by the surname appearing on their official school records or other formal identification (birth certificates, passport, etc.). No changes in surnames will be made unless directed by court order.

### Transferring Out

When a student wishes to transfer out of the District, the following procedures apply:

1. The parent or guardian must notify the building principal in writing.
2. All fees, tuition and fines must be paid.
3. The parent or guardian will sign a release form provided by the building principal.
4. Any school property in the possession of the student must be returned.

Within ten (10) days of notification that the student will be transferring to any other public elementary or secondary school, the building principal will send the following information concerning the student to the district to which the student will transfer:

1. An unofficial record of the student's grades;
2. The student's current mathematics and language arts placement levels;
3. The student's health records;
4. The student's most recent standardized test reports; and
5. A completed "good standing" form.

The above-referenced records will be transferred regardless of whether the student's fees and fines are paid.

Within ten (10) days after the student has paid all of his/her outstanding fines and fees, the District also will forward an official transcript of the scholastic record of the student as required by applicable statutes and regulations.

If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student

records required to be transferred will include the date and duration of the suspension or expulsion.

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records to be released and will have an opportunity to review and copy them.

The Superintendent will establish procedures to facilitate student transfers.

LEGAL REF.: Illinois School Code, Sec. 2-3.13a (105 ILCS 5/2-3.13a);  
Illinois School Student Records Act, Sec. 8.1 (105 ILCS 10/8.1);  
Family Education Rights and Privacy Act, 10 U.S.C. §1232;  
23 Ill.Admin.Code, Subtitle A, Part 375, Student Records.

Adopted: July 1, 2004

### **Foreign Exchange Students**

Recognizing the educational and cultural value of the international exchange program, the Board of Education authorizes the admission of foreign exchange students from district approved exchange programs on a limited basis. International exchange students are those students of a foreign nationality visiting the United States to attend school under the terms of a J-1 visa.

International exchange programs are approved by the district on an annual basis. District approval must be obtained prior to seeking the admission of any international exchange student to East Aurora High School. For the year of admittance, the sponsoring agency of any exchange student must be included in the list published by the Council for Standards on International Educational Travel and be approved by the United States Information Agency to qualify for J-1 visas.

This policy shall apply to international exchange program students from countries outside the United States who are temporarily in the United States without their parents/legal guardians for the purpose of attending school in the district for cultural exchange purposes.

The Superintendent shall establish procedures and regulations for the administration of this program to ensure that the acceptance and placement of international exchange students will be beneficial experience for all involved.

### **PROGRAM REQUIREMENTS**

To be considered for approval by the Board of Education for East Aurora School District, international student exchange programs must meet the following minimum requirements:

1. The sponsoring agency must have been approved by and be in good standing for the current school year with the Council on International Educational Travel (CIET) and be a United States Information Agency (USIA) designated organization.
2. The sponsoring agency must have a local representative who is available to meet with the school personnel, the student, and the host family.
3. The sponsoring agency shall submit an annual application for approval. Applications shall be due by May 1 for consideration for the following school year.

4. As part of the application process, the local representative, as the agent for the sponsoring agency shall sign a written agreement to abide by all policies and procedures of the East Aurora Board of Education.
5. The length of stay for a J-1 exchange student is limited to a maximum of one academic year. Students who have graduated from high school in their home country will not be eligible for enrollment at East Aurora High School.

### **STUDENT REQUIREMENTS**

1. The student must reside with a legal adult resident of East Aurora School District or have the permission of the Principal or Superintendent to reside with a host family outside of the District boundaries.
2. The student must possess a valid J-1 visa.
3. The student must be between 15 and 18 years old as of the first day of the school year.
4. The student will be enrolled as a full-time student, will be graded academically the same as resident students (but will not be eligible for honors awards), will be responsible for school fees and expenses on the same basis as resident students, and will be subject to the same rules and regulations of student conduct as resident students.
5. The student must have average or above average grades in his/her home school and must not be receiving special professional assistance to function in the regular academic program.
6. The student must have sufficient knowledge of the English language to produce effective oral and written communication, to use instructional materials and textbooks printed in English, and to function in the regular educational program without special professional assistance.
7. The student must submit the following documents to request admission:
  - a. Proof of English language proficiency. Evidence he/she has successfully completed a minimum of 3 years of English language instruction which includes speaking and listening as well as reading and writing.

- b. Evidence of English proficiency as documented by either the Test of English as a Foreign Language (TOEFL), the Secondary Level English Proficiency Test (SLEP), or another means of demonstrating English proficiency to the District, and a letter of recommendation from an English language teacher documenting the nature of the course and the student's level of proficiency.
- c. Official transcript and/or record of prior education from the student's home school and an English translation of the same documents. The records should reflect the number of hours per week the student spent in class, the courses taken and the grades/credits earned. The transcript must be received no later than August 1 of the year the student is applying for acceptance.
- d. A written application from the prospective student must be submitted to the East Aurora School District written in English by the student. The application/letter should provide pertinent information about the student and his/her reasons for wanting to attend school in the East Aurora School District for the academic year.
- e. A copy of his/her health immunization records, translated into English.
- f. Evidence of health and accident insurance covering the duration of his/her student visa.
- g. The name, address, and phone number(s) of the student's own parents/guardians, the host family, and the local international exchange program representative.
- h. Two character references, one of which must be from a professional staff member in the student's home school.
- i. A notarized temporary custody agreement between the international exchange student's parents/guardians and the host family and/or exchange organization.

### **EXCHANGE STUDENT STATUS**

1. Students shall be responsible for complying with School District policies and regulations regarding attendance, all academic standards, responsibilities, rights and discipline.
2. Students shall be enrolled in one English class, United States History and/or a Civics class in addition to other appropriate grade level classes.
3. Students must meet all IHSA requirements to be eligible for athletics.

4. The School Board shall not provide students with admission into such programs as Special Education for Handicapped Pupils, English as a Second Language, nor shall it pay for students to attend other schools or institutions of higher education.

5. The student and the host family must be present for registration prior to the first day of school and shall be required to sign a form indicating compliance with all the conditions heretofore outlined.

### **RESPONSIBILITIES OF EXCHANGE ORGANIZATIONS AND HOST FAMILIES**

Exchange organizations and host families are *in loco parentis* with respect to adult supervision of International Exchange Students. The following are specific responsibilities which the School Board expects these adults to assume.

1. Host family and local coordinator for the exchange organization must maintain personal contact with the school and must be available and willing to meet with school personnel when problems or situations require it.

2. If an International Exchange Student's English proficiency is found to be insufficient to function in the regular instructional program without special professional assistance, the exchange organization and the host family shall be required to provide a tutor or make other educational arrangements for the student at their expense.

3. The exchange organization and the host family shall assume the final responsibility for resolving problems including, if necessary, the early return home of the International Exchange Student because of personal, family or school difficulties which cannot be resolved.

4. The exchange organization and host family must provide an orientation to the host family, the East Aurora High School, the U.S. school system, and the community.

### **SUSPENSION, REVOCATION OR DISMISSAL**

Exchange organizations, host families, and/or international exchange students found to be in violation of any of the School Board policies shall be subject to having their relationship with the District terminated.

Legal Ref: 8 U.S.C. 1184 *et seq.*

Adopted: January 19, 2010

**Students**

**Dismissal Procedures**

District 131 teachers are responsible for dismissing their students at the end of the regular school day.

In order for a student to be released at other than the regular time, he/she must first receive permission from the principal.

In the case of natural disaster, severe weather or any other emergency, dismissal will be at the direction of the principal.

CROSS REF.:        705.17

Adopted:            July 1, 2004

## **Students**

### **Student Rights and Responsibilities**

The Board of Education, in support of the objectives of public education, believes that all students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws pertaining to persons of their age and maturity in the school setting. Also, the Board believes that the behavior of students attending public schools should reflect standards of good citizenship that are required of members of a democratic society. Therefore, since self-discipline (responsibility for one's actions) is one of the most important goals of education, students who fail to behave responsibly may be excluded from school.

#### **Citizenship Responsibilities:**

Students will respect constituted authority and will conform to school rules and regulations and those provisions of law that apply to the conduct of students.

Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. To this end, student conduct will reflect consideration of the rights and privileges of others.

High personal standards of courtesy, decency, morality, appropriate language, honesty and wholesome relationships with others will be maintained by all students. Also, respect for real and personal property, pride in one's work, and achievement within one's ability will be expected of all students.

#### **Rights and Responsibilities:**

District 131 students have the following rights and responsibilities:

- A. To attend school regularly and be punctual;
- B. To expect that the school be a safe place;
- C. To show consideration and respect for the school faculty, staff, schoolmates and others in our buildings;
- D. To become informed of and adhere to reasonable school rules and regulations;
- E. To respect the rights and individuality of other students and school administrators and teachers and to refrain from behavior that infringes on the rights of others;
- F. To show respect for both public and private property;



- GG. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- H. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety and that is not disruptive to the educational program;
- I. To maintain the best possible level of academic achievement and demonstrate reasonable progress;
- J. To maintain health and safety standards;
- K. To avoid unlawful or illegal activities of any kind and achieve goals through honest means;
- L. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.
- M. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

(In case of unlawful or illegal activity, law enforcement officers may be notified.)

The above are general school rules that apply to all students in District 131 schools. However, each building also will have more specific rules. For students involved in any infraction of the above school rules, depending on frequency and the severity of the improper behavior, one of the following will occur:

- 1. Teacher-student conference
- 2. Principal referral and one or more of the following actions:
  - a. Principal-student conference
  - b. Telephone contact with parent and/or letter home
  - c. After-school detention
  - d. Parent conference
  - e. In-school detention
  - f. Saturday school
  - g. Out-of-school suspension (1 to 10 days, with parent conference required for readmission when appropriate)
  - h. Community service
  - i. Expulsion from school
  - j. School service (e.g. the "WILS" program)

LEGAL REF.: 23 Ill.Admin.Code §1.210

Adopted: July 1, 2004

## **Students**

### **Search and Seizure**

For the safety and supervision of students in the absence of their parent(s) and guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

#### **Students and Their Personal Effects**

School authorities, including the Superintendent and his/her designees, such as building principals, deans, and teachers, may search a student and/or his/her personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness;
- by a certificated employee or administrator of the same sex.

Immediately following a search, a report will be made by the school authority who conducted the search. The report will be submitted to the building principal and forwarded to the Superintendent.

#### **School Property**

School authorities also may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly of the State of Illinois has found that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

The Superintendent or his/her designee may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. Such

searches may be conducted using specially trained dogs or technology. Searches conducted by authorized school personnel in conjunction with or at the request of the law enforcement agencies will be conducted in accordance with the standards applicable to such law enforcement agencies. If such a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. When appropriate, the District also may turn over such evidence to law enforcement authorities.

LEGAL REF.: Illinois School Code, Sec. 10-22.10a and 10-22.6 (105 ILCS 5/10-22.10a and 5/10-22.6);  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985);  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

CROSS REF.: 710.01 and 715.01

Adopted: July 1, 2004

**Students****Agency and Police Interrogation**

The protection of student rights will be balanced with the District's responsibility to cooperate with local police and agency officials in the officials' investigation of unlawful activities. Inherent in this process of cooperation is mutual recognition of the function of the schools and respect for the constitutional rights of students.

All requests by police or agency officials to interview a student will be handled according to the procedures for the interrogation of students developed by the Superintendent.

LEGAL REF.: Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 *et seq.*);

CROSS REF.: 710.01, 710.03 and 715.01

Adopted: July 1, 2004

**Administrative Procedures****Agency and Police Interrogation****Interrogation By Police**

1. The building principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served.
2. Building principals or their designees will allow police officers and other law enforcement officials to interview or interrogate students in a school building or on school grounds only after obtaining the permission of the student's parent or guardian. The building principal will attempt to contact the student's parent(s)/guardian(s), and inform them that the student is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify parents until the child's safety is ensured. The building principal should ask that such a request be put in writing. The parent(s)/guardian(s) will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviewing minor students without permission of the parent(s)/guardian(s) is not permitted unless a legal process is presented or in emergency situations.
3. Interviews will be conducted in a private setting. Any interview or interrogation in a school building or on school grounds will be conducted in the presence of a teacher, counselor, or building principal and a parent or guardian if he/she desires to be present.
4. Interview proceedings will be documented in writing for inclusion in the student's temporary records.
5. No minor student will be removed from the school by the police officer without the consent of a parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrantless temporary protective custody.

**Interrogation By the Illinois Department of Children and Family Services (DCFS)**

1. The building principal will check the agent's credentials and any papers pertaining to a legal process.

2. The building principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
3. If the DCFS agent does not want a parent(s)/guardian(s) present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the building principal and one other adult witness, a member of the District staff, will be present during the interview.
5. The student may be removed from school by the DCFS agent if circumstances warrant it. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he/she has reason to believe that the child's circumstances or conditions are such that continuing in his/her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his/her custody; and (3) there isn't enough time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody will immediately make every reasonable effort to notify the person responsible for the child's welfare and will immediately notify the DCFS.
6. No District employee may act as a DCFS agent.

LEGAL REF.: Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 *et seq.*);

Adopted: July 1, 2004

**Students****Use of Metal Detectors**

In order to ensure that our schools remain safe and that we create an environment free of weapons, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as well as those of other persons coming on to school property as follows:

School officials or their designees may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension and/or expulsion.

Adopted: July 1, 2004

**Administrative Procedures****Use of Metal Detectors**

1. If a metal detector is to be used in a particular school, the students will be notified of its use via the loudspeaker, at an assembly, or by similar means. On the day of its use, signs will be posted to warn the students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school. The screening will be conducted by District #131 staff or by a police liaison officer.
2. When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student and/or visitor, the individual should be asked to remove metal objects from his or her person and walk through or be scanned again. If, after the removal of other metal objects and third activation by the metal detector on the individual, he/she will be taken to a room out of view from the other students and subjected to a "pat down" search under the procedures set forth in Paragraphs four through seven.
3. School personnel may inspect the contents of any briefcase, knapsack, purse or parcel which activates the metal detector for the limited purpose of determining whether a weapon is concealed therein.
4. A "pat down" search conducted by school administrative personnel (or a police liaison officer) shall be a limited feeling of the individual's outer clothing for the purpose of discovering only items which may have activated the metal detecting device.
5. If the school administrative personnel (or police liaison officer) conducting a "pat down" search feels an object which may have activated the metal detecting device, the individual will be asked to remove such object. If the individual declines to remove the object, it may then be removed by school administrative personnel (or police liaison officer) or the individual referred to a police officer by the school administrative personnel.
6. If the object removed from the individual could have activated the metal detector, the school administrative personnel (or police liaison officer) must cease performing the "pat down" search. In such event, the individual will again pass through the metal detector and the "pat down" search will be continued only if the device again yields (a) positive reading.
7. Under all circumstances, a "pat down" search by school administrative personnel will be conducted by school administrative personnel of the same sex as that of the individual, with another person present.



8. All property removed from the individual as a result of the above procedure which may be legitimately brought onto school premises will be returned to the student.
9. Property removed from the individual, possession of which is a violation of the Policy on Discipline and Student Rights, shall be confiscated, and the individual shall be disciplined in accordance with the "Code of Student Conduct."
10. Individuals who fail to cooperate with school personnel performing their duties under these procedures may be subject to discipline for insubordination (students) or refusal of admittance (visitors).
11. Nothing in the procedures set forth on these pages shall limit the authority of school officials to search a student, when there is reasonable suspicion to believe that a particular student is in possession of an article, possession of which constitutes illegal behavior under this Policy.

Adopted: July 1, 2004

## **Students**

### **Student Conduct**

The Board of Education expects District 131 students -- through their conduct/behavior -- to contribute to a productive learning environment. Individual rights are to be honored and protected. However, the rights of one individual will not take precedence over those of another individual or the group itself. All students will have equal rights and equal responsibilities in their demeanor in the classroom and on school property.

The Board endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it will be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship will be expected of all members of the school community.
3. Respect for real and personal property, pride in one's work, achievement commensurate with one's ability, and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes will be maintained.
4. Respect for individual worth with every student being assisted to the limit of his/her ability, is an obligation of the school. Diligence and a sincere desire to profit from the educational opportunities offered is an obligation of the school as well as the student.

A student whose conduct in or out of school involves illegal or immoral behavior, or who commits gross disobedience or misconduct, forfeits the privilege of publicly participating in school activities other than those required by the school attendance laws.

Such action by school authorities is in keeping with the principle that individuals whose personal behavior brings discredit to their school as well as themselves should not publicly represent their school through positions of honor or trust in school activities such as student government, social clubs, athletics, drama, debate, music, etc.

However, every possible effort will be made by school staff members to assist these individuals to rehabilitate themselves and to regain the respect and trust of their fellow students--and the community at large. No less a goal can be sought in the best interests of the individual student and in keeping with our American way of life.

A student may be withdrawn for one calendar year from publicly participating in out-of-class activities in which by so doing he or she would represent this school if that student:

1. Has been convicted of any crime by a court of law.
2. Has been found guilty of disobedience/misconduct by school authorities,
3. Commits any act construed by school authorities as being immoral or improper. (Violations of school regulations such as 'No smoking or drinking on school premises' are embraced by this policy.)

If there are extenuating circumstances surrounding a proven offense, the principal will call a conference of those personnel who are best qualified through knowledge of the individual and circumstances to contribute to a fair judgment of the case. They will advise the principal, who will ultimately decide the disposition of the particular case. The decision of the principal may, if desired, be appealed in turn to the Superintendent. The decision of the Superintendent may, if desired, be appealed to the Board of Education. The decision of the Board of Education is final.

Adopted: July 1, 2004

## **Students**

### **Student Appearance**

A student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the building principal, the Superintendent, and/or the Board of Education.

Student dress or attire will conform to the following minimum standards:

1. Hats, jackets, coats and gloves will not be worn in classes.
2. Students will wear shoes. Metal cleats may not be worn. "Heelys" or other shoes with wheels are not permitted.
3. Students will not wear beachwear to classes, except for special school-approved days.
4. Students will not wear P.E. clothing in other classes.
5. Student dress will be appropriate for the school activity.
6. No garments depicting beer, alcohol, liquor, tobacco products, or other drugs will be worn at school.
7. No garments with messages, graphics or symbols depicting weapons or which are derogatory, inflammatory, sexual, or discriminatory, will be worn at school.
8. Students may not wear or display items that are considered to be gang identifiers by our school and community. These identifiers include, but are not limited to: Playboy Bunny insignia, a single glove, 5 pointed stars, arrows or pitchforks shaved into the hair or otherwise displayed. Any other attire, item, insignia, or symbol, which the administration has reasonable cause to believe is a gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement of policy.

CROSS REF.: 710.01 and 715.01

Adopted: July 1, 2004

Revised: June 4, 2007

## **Students**

### **Visual/Audio Recording on School Buses**

The Board of Education authorizes its transportation provider (transportation company) to implement visual recording and/or audio recording of the interior of any or all school buses while the buses are being used in the transportation of students to and from school and school-sponsored activities. The transportation company may use visual/audio recording equipment on school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students, and to document the activities of riders during transport to and from school and school activities. Usually, visual/audio recording equipment will be placed in the interior front of the school bus, facing the rear.

On each school bus with a visual and/or audio recording system, a notice will be clearly posted on the door of the bus and on the inside of the bus, stating that visual and/or audio surveillance is being used to encourage transportation safety and proper student behavior. Notice of this policy will be included in the District's student handbook(s) and other documents that include Board policies. Notice of this policy will be provided to parents and guardians on an annual basis (via student handbooks or other means, as determined by the Board).

Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with District policy and applicable law.

The supervision and control of all visual/audio equipment shall be the responsibility of the transportation company. All visual/audio recordings and unused visual/audio equipment shall be inventoried and maintained in a secure location by the transportation company. Each recording shall be identified by date, route and driver. Visual/audio recordings will be retained for approximately six (6) months (and must be retained for at least thirty (30) calendar days) after the date of recording, or until such later time at which the School District determines that they are no longer necessary. The transportation company must notify the Director of Student Services and Special Education prior to erasing any visual/audio recording, and must retain the recording if directed to do so by the Director of Student Services and Special Education.

In the event that the transportation company provides the School District with a copy of the visual/audio recording for the School District's use, the School District will be responsible for storing and maintaining the copy provided to it.

Recordings made pursuant to this policy constitute confidential records and may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around the school bus. For purposes of this policy, the term "school officials" includes members of the Board of Education, the Superintendent, Assistant Superintendents, Directors, Principals, Assistant Principals, Deans, transportation company officials, and other appropriate officials/personnel. The visual/audio recordings may not be used for general showings to individuals or to groups. The visual/audio recordings may not be given to the media. Visual/audio recordings may be used by transportation company officials in accordance with this policy. In addition, in the event that a bus with visual/audio surveillance is used for joint transportation of District 131 students and the students of another public school district, relevant visual/audio recordings may be made available to the officials of the other public school district for use in accordance with this policy.

Nothing contained in this policy shall be deemed or interpreted to create an employment relationship between School District 131 and any bus driver or other transportation company personnel, or to impose any responsibility upon School District 131 for the supervision or evaluation of school bus drivers or other transportation company personnel.

LEGAL REF.: 720 ILCS 5/14-3(m)

Adopted: April 21, 2008

**Students****Care of School Property - Vandalism**

Students and their parent(s)/guardian(s) are responsible for lost or damaged equipment, school-owned books, buildings or other school-owned property.

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts that cause damage to or loss of school property. Where appropriate, the student may be disciplined and the matter referred to local law enforcement authorities for prosecution.

LEGAL REF.: Illinois Parental Responsibility Law (740 ILCS 115/1 et seq.);

CROSS REF.: 710.01 and 715.01

Adopted: July 1, 2004

**Students****Smoking**

Smoking is hazardous to the health of students and may present a safety hazard in the schools. The District will not tolerate the use of tobacco products by students on school property or at school functions. Smoking tobacco and/or possession of smoking materials ( including cigarettes, cigars or tobacco in any other form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco) by students is not permitted in school buildings or on school grounds at any time.

Students will be advised of this policy in their student handbooks, and principals and staff will report any violations. Also, the District curriculum will address the dangers of the use of tobacco products.

Students found using or in possession of tobacco products will be subject to disciplinary action. Such disciplinary measures may include issuance of a Police citation, personal counseling, withholding of privileges, suspension for a period of up to ten (10) days, and/or appropriate alternatives to suspension, such as "stop smoking clinics". In all cases, the parent(s)/guardian(s) will be advised and their cooperation will be sought.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto school property.

Organizations sponsoring activities in the schools outside of regular school hours will be made aware of this policy and will be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

LEGAL REF.: Illinois School Code, Sec. 10-20.5b (105 ILCS 5/10-20.5b)

CROSS REF.: 465, 465.06, 500.25, 715.01, 830.02 and 830.03

Adopted: July 1, 2004



## **Students**

### **Alcohol and Drug-Free Schools**

District 131 views the unlawful possession and use of alcohol, controlled substances, and illicit drugs, and the sniffing of glue, paint, or aerosol products, to be wrong and harmful. Therefore, it is the policy of the Board of Education that all school property and school programs be free from drugs and alcohol.

### **Purposes**

The purposes of this policy include the following:

1. To establish and maintain a safe, healthy and productive educational environment for all students;
2. To ensure the reputation of the District and its students within the community;
3. To reduce the occurrence of accidental injuries to persons or property;
4. To reduce absenteeism and tardiness, and improve the quality of the educational program in the District;
5. To recommend rehabilitation assistance to any student who needs such help; and
6. To comply with the requirements of applicable State and federal laws, rules and regulations.

### **Definitions**

For the purposes of this policy, the following definitions shall apply:

1. A "controlled substance" is one that is:
  - a. Identified in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulation at 21 C.F.R. 1308.11 - 1308.15;
  - b. Not legally obtainable without prescription;
  - c. Being used in a manner different from that prescribed; or
  - d. Legally obtainable but has not been legally obtained.
2. "Alcohol" is any beverage that may be consumed and has any alcoholic content.

3. A "conviction" is defined as a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or State criminal drug statutes.
4. A "criminal drug statute" is defined as any criminal law involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

#### Regulations and Standards of Conduct

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or illicit drug, or the sniffing of glue, paint, or aerosol products, by any student -- while on any property of the District or while engaged in any School District activities, is prohibited.
2. The distribution, consumption or possession of alcohol by any student on District property or any facilities operated by the District or while engaged in any District activities -- is prohibited.
3. Being under the influence of alcohol or any controlled substance or illicit drug while on District property or any facilities operated by the District or while engaged in any School District activities -- is prohibited.
4. A copy of this policy will be distributed to all students and parents/guardians of students, and will be posted in a place where student notices are commonly posted. All students and parents of students are hereby notified that compliance with the standards of conduct referenced in this policy is mandatory.
5. The District will attempt in all instances to maintain alcohol and drug-free schools for its students in compliance with the requirements of the Drug Free Workplace Act of 1988 (P.L. 100-690) and the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

#### Disciplinary and Other Action

1. Violation of these prohibitions will result in disciplinary action, up to and including expulsion and referral for prosecution.
2. Disciplinary action will be taken in accordance with applicable provisions of the Illinois School Code and Board policy.
3. The District may require a student who violates any of these prohibitions to participate satisfactorily in an approved substance- or alcohol- abuse assistance or rehabilitation program.

Drug-Free Awareness Program

The District will establish age-appropriate, developmentally based drug and alcohol education programs that address:

1. The legal, social and health consequences of drug and alcohol use or the sniffing of glue, paint, or aerosol products;
2. Effective techniques for resisting peer pressure to use controlled substances, illicit drugs or alcohol;
3. The District's policy of maintaining alcohol and drug-free schools;
4. Any alcohol and/or drug counseling, rehabilitation, assistance or re-entry programs available to students;
5. The penalties that may be imposed upon students for violation of this policy.

Each year, all District 131 students will be provided instruction, discussion and study related to effective methods for preventing and avoiding drug and substance abuse. The Superintendent is responsible for determining whether such instruction, discussion and study will be part of regular course programs or special programs, and for determining the amount of instructional time to be devoted to this subject.

Also, instruction will be provided in grades 7-8 in the prevention of abuse of anabolic steroids. The Superintendent or his/her designee will determine the appropriate curriculum program or course for such instruction. Emphasis will be placed upon the understanding that the use of anabolic steroids presents a serious health hazard when used to enhance athletic performance or physical development.

Any student who feels that he/she has developed an addiction or dependence on alcohol or drugs is encouraged to seek assistance. Requests for assistance will be confidential.

Searches

Students will be advised that lockers are school, not personal, property. The Superintendent is authorized to request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs, including the use of specially trained dogs. To the extent possible, the Superintendent will consult with the Board prior to or, if necessary, immediately after initiating such a request.

### Reports to Law Enforcement Personnel

Upon receipt of any written, electronic, or verbal report from school personnel regarding a verified incident involving drugs in a school building or on District property, whether owned or leased, or on any vehicle owned, leased or used by the District for transportation of students or school personnel, the Superintendent or his/her designee, shall report all such drug-related incidents to local law enforcement personnel immediately, and to the Illinois Department of State Police, in the form, manner and frequency required by that Department.

### Review

The District will review its drug and alcohol abuse prevention program on a biennial basis to determine its effectiveness, to implement any changes that may be needed, and to ensure that the sanctions referenced in this policy are consistently enforced.

LEGAL REF.: Drug Free Workplace Act of 1988 (P.L. 100-690);  
Drug-Free Schools and Communities Act Amendments  
of 1989 (P.L. 101-226); and  
Illinois School Code, Sec. 10-22.10a, 10-22.6, and 10-27.1B (105  
ILCS 5/10-22.10a, 5/10-22.6 and 5/10-27.1B).

CROSS REF.: 710.03

Adopted: December 5, 2005

**Students****Use of Drugs and/or Alcohol****Zero Tolerance for Alcohol and Drugs**

The use of alcohol and drugs is illegal and will not be tolerated. If a student is under the influence of alcohol or drugs, he/she will be immediately suspended from school pending an investigation of the situation. The District reserves the right to inspect any beverage containers brought onto any school property. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.

The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a car, at school events, or in a locker will result in suspension and referral to a community enforcement prevention agency. The school assumes that a person bringing such substances to school has the intention of using or selling them. At a disciplinary conference with the dean, counselor, parents, and student, the specific circumstances of the incident and any underlying problems will be discussed.

Consequences, which may include suspension or a recommendation for expulsion will be determined at the disciplinary conference. Alternatives, such as further education and counseling, may also be recommended. However, the responsibility for getting special counseling will rest with the student and his/her parents. Prior to the student returning to school, a meeting will be required with parents to determine what follow-up measures have been pursued.

Adopted: July 1, 2004

## **Students**

### **Weapons**

#### **Definition**

For purposes of this policy, the term "weapon" will mean (1) the possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code (including, but not limited to, any weapon, including a starter gun, that will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), a firearm as defined in Section 1.1 of the Illinois Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Illinois Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, or billy clubs, or (3) "look alike" of any weapon described in this paragraph.

#### **General Policy**

The Board of Education believes that weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the life, health and safety of students, employees and visitors on school district property. Accordingly, the possession, use, control or transfer of knives, guns, explosives, firearms or other weapons or dangerous instruments will be prohibited in school buildings, and on school grounds, and at any school-sponsored activity or event, and at any activity or event that bears a reasonable relationship to school.

Weapons under the control of law enforcement officials or other authorized personnel will be exempt from this policy.

#### **Mandatory Expulsion Policy**

In accordance with federal and State law, any student who is determined to have brought a weapon to any school in the District, or to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, will be expelled from school for a period of not less than one year. However, this 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. Any student who brings a weapon to school also will be referred to applicable representatives of the criminal justice or juvenile delinquency systems.

The District may provide educational services in an alternative setting to any student who has been expelled in accordance with this policy, to the extent authorized by State law,

when in the opinion of the Board, such action is warranted. This policy will be interpreted and implemented in a manner that is consistent with the Individuals with Disabilities Education Act.

The Board will certify to the State of Illinois, as required by law, that it is in compliance with all State and federal requirements relating to the adoption of this policy. Also, the Board will inform the State about the circumstances surrounding any expulsions imposed hereunder, including the name of the school concerned, the number of students expelled from that school, and the type of weapons involved.

In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law, and Board policy.

LEG. REF.: Illinois School Code, Sec. 10-22.6 (105 ILCS 5/10-22.6);  
Gun-Free Schools Act of 1994 (P.L. 103-227);  
Improving America's Schools Act of 1994 (P.L. 103-382);  
Individuals with Disabilities Education Act;  
18 U.S.C. 921.

CROSS REF.: 705.23, 715.01, and 715.07

Adopted: July 1, 2004

**Students****Student Complaints and Grievances**

The Board respects the right of students to express their concerns and grievances both to the Administration and the Board. Students wishing to grieve a school-related issue may do so by scheduling an appointment with the principal or his/her designee. If the student is not satisfied with the answer provided at the building level, subsequent meetings with the Superintendent or his/her designee and the Board may be scheduled.

Adopted: July 1, 2004



**Students****Cellular Telephones and Electronic Signaling Devices****Cellular Telephones**

While in school or on school property, students may possess cellular radio telecommunication devices, including cellular telephones, only in accordance with the following requirements:

1. Cellular radio telecommunication devices may be used before and after school only.
2. During the school day, cellular radio telecommunication devices must be turned off at all times. Programming such devices to vibrate rather than ring does not fulfill the "off" requirement.
3. Cellular radio telecommunication devices may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.
4. Cellular radio telecommunication devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation.

Violations of this policy may result in disciplinary action, including suspension and/or expulsion.

**Electronic Signaling Devices**

Except as otherwise provided herein, the personal use or possession of pocket pagers or other electronic signaling devices by students will be prohibited on school premises during regular school hours and at all other times. All unauthorized electronic signaling devices found on school property will be confiscated by the Superintendent or his/her designee. The presence of such devices may be cause for further search for possession of drugs and for appropriate discipline.

However, with the approval of the building principal, the Board may authorize the use of a pocket pager or other electronic signaling device by a student on school premises -- if such use is necessitated by a medical condition or other special circumstance, and the District has received a prior written request for such use from the parent or guardian of the student.

LEGAL REF.: Illinois School Code, Sec. 10-21.10 and 10-20.28 (105 ILCS 5/10-21.10 and 5/10-20.28).

Adopted: July 1, 2004

**Students****Hazing**

The District will not tolerate hazing (subjecting others to pranks or humiliating ordeals) by any individual, any school-sponsored club or organization or at any school-sponsored activity. Students involved in hazing will be subject to disciplinary proceedings and action.

Adopted: July 1, 2004

**Students****Student Involvement in Gang Activities**

GANG ACTIVITY AT DISTRICT 131 SCHOOLS WILL NOT BE TOLERATED.

For purposes of this policy, "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts. Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual or group; intimidating or threatening any individual or group; and/or inciting others to participate in any form of physical violence involving persons or property.

Gang identifiers, which change periodically, may not be displayed by anyone at any time at the District 131 schools, including after-school events. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories that the Administration has designated as a gang identifier. Examples of gang identifiers include, but are not limited to: Playboy Bunny Insignia, a single glove, 5- or 6- pointed stars, arrows or pitchforks shaved into the hair or otherwise exhibited. The administration may add to this list of identifiers at any time.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Alternatives to suspension
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

Adopted: July 1, 2004

## **Students**

### **Reciprocal Reporting of Criminal Offenses Committed By Students**

It is the intention of the Board of Education to comply with the requirements of Section 10-20.14 of The School Code, as amended by P.A. 88-376, and to report to local law enforcement authorities criminal offenses committed by students to the extent permitted by law, and to receive from local law enforcement authorities reports of criminal offenses committed by students enrolled in the school district.

The Police Department School Liaison Officer and the School Principal will report to each other the following activities when committed by a student enrolled in the Principal's school:

- All cases involving illegal or controlled substances
- All cases involving weapon, as that term is defined in Section 10-22.6 of The School Code
- All cases involving gang activity
- All cases involving a serious crime or felony
- Any other case for which the reporting may be beneficial

A Parent-Teacher Advisory Committee for District 131, in cooperation with local law enforcement agencies, will assist the Board in developing guidelines and administrative procedures needed to establish and maintain a reciprocal reporting system between the District and local law enforcement agencies regarding criminal offenses committed by students. Specific administrative procedures will be delineated in agreements between the Board and individual municipalities.

LEGAL REF.: Illinois School Code, Section 10-20.14 (105 ILCS 5/10-20.14); Illinois Juvenile Court Act of 1987, Section 1-7(A)(7) (705 ILCS 405/1-7); and Illinois Juvenile Court Act of 1987, Section 1-8(C)(2)(F) (705 ILCS 405/1-8).

CROSS REF.: 255

Adopted: July 1, 2004

Confidential

District 131 Aurora East Public Schools & Aurora Police Department  
Universal Reciprocal Reporting Act Form

To: \_\_\_\_\_, Contact Person  
\_\_\_\_\_, School/Police Agency

P.A. 88 – 376 requires that school districts and local law enforcement agencies share information concerning an offense committed by juveniles when the offense falls under one of the following categories:

1. Unlawful use of weapons as stated in the Illinois Combined Statutes.
2. A violation of the Illinois Controlled Substance Act.
3. A violation of the Cannabis Control Act.
4. A forcible felony.

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Student's Address: \_\_\_\_\_

School: \_\_\_\_\_

Synopsis of Offense: \_\_\_\_\_

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Reporting School/Policy Agency: \_\_\_\_\_

Person Filing Report: \_\_\_\_\_ Date: \_\_\_\_\_

(Retain a copy and forward a copy to school/police)

Adopted: July 1, 2004

**Administrative Procedures**

**Reciprocal Reporting of Criminal Offenses Committed By Students**

I. Reports from the School District

- A. School officials will contact and inform the School Police Resource Officers of disciplinary actions taken by the School District concerning students when:
  - 1) a finding has been made that the student violated a school rule; and
  - 2) the school official reasonably believes that the offense the student committed is an offense which is a crime under Illinois law.
- B. School officials will accept from the School Police Resource Officers any investigation and/or the results of any investigation as permitted by law.

II. Reports from the Local Law Enforcement Agency

- A. The school will make available to the School Police Resource Officers its directory information including a list of the names and addresses of students enrolled in the school except those whose parents have advised the school district that such information is not to be released pursuant to the Illinois School Student Records Act.
- B. The school will accept from local law enforcement agencies any reports as permitted by law to be made regarding criminal offenses committed by students enrolled in the school. P.A. 88-376 requires that school districts and local law enforcement agencies share information concerning an offense committed by juveniles when the offense falls under one of the following categories:
  - 1) Unlawful use of weapons as stated in the Illinois Compiled Statutes.
  - 2) A violation of the Illinois Controlled Substance Act.
  - 3) A violation of the Cannabis Control Act.
  - 4) A forcible felony. "Forcible felony" means treason, first degree murder, second degree murder, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnaping, kidnaping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement and any other felony which involves the use or threat of physical force or violence against any individual.

- C. All reports, of criminal offenses committed by students received by the school from local law enforcement agencies will be kept confidential and will be available to the Superintendent, the Principal and Assistant Principals of the school in which the student is enrolled and, as appropriate, to Guidance Counselors, Social Workers, Psychologists, or other professional staff employed by the school district who have contact with the student on a need-to-know basis only.

#### Exceptions to Disclosure

Nothing in this Administrative Regulation or Board Policy No. 5.41 shall be construed to allow or require disclosure of information that the District reasonably believes to be confidential under Illinois or federal law.

Adopted: July 1, 2004

## **Students**

### **Student Discipline**

#### **Philosophy**

The Board believes that a school's climate should promote open expression of beliefs, mutual respect, and trust, as well as personal, caring relationships. However, when that climate is violated by inappropriate or illegal student conduct, the Board recognizes its responsibility to establish disciplinary policies and procedures that deal with such conduct in a fair and responsible manner.

In all matters related to student conduct and discipline, the certified staff (teachers and administrators) assumes the supervisory role of parent/guardian to the students. This relationship extends to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students. The Board will give full support and assistance to its certified staff with respect to the maintenance of control and discipline in the schools within the parameters of this policy.

#### **Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.
4. Using, possessing, distributing, displaying, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.
5. Using or possessing electronic signaling devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices or "beepers".



6. Using or possessing cellular radio telecommunication devices in a manner which violates Board policy.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Engaging in aggressive behavior such as violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Vandalizing, attempting to vandalize, causing damage to, or attempting to cause damage to, school property or another person's personal property at school.
10. Stealing or attempting to steal school property or another person's personal property at school.
11. Entering school buildings or school property when not authorized to do so (e.g., trespassing).
12. Unexcused absenteeism (subject to the truancy statutes and Board policy concerning chronic and habitual truancy).
13. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any public school fraternity, sorority or secret society.
14. Involvement in gangs or gang-related activities, including but not limited to the display or possession of gang symbols, identifiers or paraphernalia, soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.
15. Engaging in any activity that constitutes an interference with or disruption of school purposes or an educational function.
16. Harassment of any type, including sexual harassment and racial/ethnic harassment.
17. Misuse of electronic technology at school.

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

1. In school buildings;
2. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
3. Off school grounds at a school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member or an interference with school purposes or an education function.

#### Disciplinary Measures

Disciplinary measures include, but may not be limited to, the following:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 school days, provided that appropriate procedures are followed.
5. Expulsion from school and all school-sponsored events for a definite time period not to exceed two (2) calendar years, provided that appropriate procedures are followed.
6. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
7. Notification of parent(s)/guardian(s).
8. Removal from classroom.
9. In-school suspension for a period not to exceed five (5) consecutive school days. This may include referral to the "WILS" program. The building principal or a designee will ensure that the student is properly supervised.
10. Detention or Saturday school, provided that the student's parent(s)/guardian(s) has been notified and proper supervision is ensured.

### Corporal Punishment

Corporal punishment 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, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

### Aggressive Behavior

Aggressive behavior is defined as using force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. School personnel will create a supportive climate that encourages reporting of such behavior. When teachers see aggressive behavior or when it is reported to them, they are to immediately address that behavior. This can include interventions such as redirecting toward appropriate behavior, modeling positive behavior, or pursuing other consequences consistent with school policy.

Repetition of aggressive behavior by a student will be documented by the school staff to provide information needed to develop appropriate interventions. When significant evidence is collected to suggest the existence of repeated aggressive behavior, parents or guardians of the student will be notified. Interventions for repeated aggressive behavior will be school-based and/or community-based. The fact that students with aggressive tendencies receive interventions shall not preclude any other type of discipline from being imposed in accord with other provisions of this policy.

### Weapons

In accordance with federal and State law, any student who possesses a weapon at any school in the District, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to District 131, will be expelled from school for a period of not less than one year. However, this 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.

For the purposes of this policy, the term "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, "weapon" as defined by Section 921 of Title 18 of the United States Code (including, but not limited to, any weapon, including a starter gun, that will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), "firearm" as defined in Section 1.1 of the Illinois Firearm Owners Identification Act, or use of a "weapon" as defined in Section 24-1 of the Illinois Criminal Code, (2) knives, brass knuckles, or billy clubs, or (3) "look alike" of any weapon as defined in this policy.

### Psychotropic or Psychostimulant Medication

No disciplinary action shall be taken that is based, in whole or in part, on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. This policy does not prohibit disciplinary action or the use of behavioral interventions, to the extent otherwise permitted by law, when a student violates a Board of Education policy, school or class rule, and/or federal, State or local law, while at school, on school property, or at a school-related activity or event.

At least once every two years, the inservice training of certified school personnel and administrators must include training on current best practices regarding the identification and treatment of attention deficit disorder ("ADD") and attention deficit hyperactivity disorder ("ADHD"), the application of non-averse behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. The Board of Education authorizes the Superintendent or his/her designee to develop an inservice training program or programs and/or to identify outside training programs which meet these requirements.

### Due Process

Before receiving disciplinary action under this policy, the student will be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his/her conduct.

In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

### Authority to Impose Discipline

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment or in-school suspension) that is appropriate and in accordance with District/school policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds.

Reasonable force may be used as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Also, teachers may remove students from a classroom in cases of disruptive behavior.

The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) for a period not to exceed 10 school days, provided the appropriate procedures are followed.

### Student-Parent Handbook

The Superintendent or his/her designee, with input from the parent-teacher advisory committee, will prepare disciplinary rules that implement the District's policies.

A student-parent handbook that includes the District disciplinary policies and rules, will be published and distributed to each student's parent(s)/guardian(s) within 15 days of the beginning of the school year or the student's enrollment.

### Suspension Procedures

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials.
2. Prior notice and hearing are not required. The student can be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process. In such cases, the notice and hearing will follow as soon as practicable.
3. A suspension will be reported immediately to the student's parent(s)/guardians(s). The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
4. A written notice of the suspension will be given to the student's parent(s)/guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review the suspension.

5. A request to review the suspension must be sent to the building principal within five (5) school days after receipt of the suspension notice. Upon receipt of such a request, an informal hearing will be held before the Superintendent or his/her designee. If the suspension is upheld, the parent(s)/guardian(s) may request a hearing before the Board's hearing officer.
6. A request for a hearing before the hearing officer must be sent to the Superintendent or his/her designee within five (5) school days after receipt of the Superintendent's or his/her designee's decision. Upon receipt of such a request, a hearing will be conducted by a hearing officer appointed by the Board.

At the hearing, the student has the right to: -- have legal counsel at his/her own expense, the right to question the person who made the decision to suspend him/her, the right to have and question witnesses, and the right to make a statement in his/her own behalf.

After presentation of the evidence, the hearing officer will report to the Board via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

### Expulsion Procedures

The following expulsion procedures will be followed:

1. The building administrator will recommend to the Superintendent whether a student should be expelled. If the Superintendent agrees with the building principal, a written notice will be sent to the student and his/her parent(s)/guardian(s) by registered or certified mail. The written notice will include (1) the reason the student is being recommended for expulsion, (2) the specific rule(s) or regulation(s) the student is accused of breaking, (3) the fact that a hearing will be conducted to discuss the student's behavior, (4) the time, date and place of the hearing, and (5) the fact that the hearing will be conducted by a hearing officer appointed by the Board. The written notice also will advise the student that, at the hearing, he/she has the right to have legal counsel at his or her own expense, the right to question the building administrator who made the recommendation to expel him/her, the right to have and question witnesses, and the right to make a statement in his/her behalf.
2. At the expulsion hearing, the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct and then submit a written report to the Board. Upon receipt of the hearing officer's report and recommendation, and within ten (10) days of the hearing, the Board will decide whether expulsion is appropriate.

3. A written decision of the Board will be given to the student and his or her parent(s)/guardian(s) within five (5) school days of making the decision.

LEGAL REF.: Illinois School Code, Sec. 10-20.14, 10-21.10, 10-22.6, 24-24, and 31-3 (105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/24-24, and 5/31-3); Gun-Free Schools Act, 20 U.S.C. §3351 et seq., 20 U.S.C. §6081; Illinois Criminal Code, Sec. 12-6.1 (720 ILCS 5/12-6.1); 23 Ill.Admin.Code §1.210 and 1.280.

CROSS REF.: 520.25, 705.06, 710.01, 710.03, 710.04, 710.06, 710.07, 710.08, 710.09, 710.10, 710.12, 710.14, 710.15, 710.16, 710.20, 710.21, 710.27, 715.02, 715.06, 715.07, 730.02 and 830.02.

Adopted: July 1, 2004

Revised: December 2, 2013

**Students**

**Detention**

After-school detention may be used as a corrective disciplinary measure, provided that the student's parents/guardians have been notified by the building principal or his/her designee.

Students who are detained after school will be supervised by the teacher who detained them, the building principal or the building principal's designee.

Adopted: July 1, 2004



**Students****Removal of Students From Classrooms**

The Board requires that teachers maintain discipline in District classrooms and schools. Teachers and administrators act in the place of parents when students are in school or at District activities. When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students, or take other disciplinary measures needed to maintain the orderly conduct of the classroom and protect students from harm.

LEGAL REF.: Illinois School Code, Sec. 24-24 (105 ILCS 5/24-24)

Adopted: July 1, 2004

**Students****Misconduct by Students with Disabilities****Behavioral Interventions**

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

**Discipline of Special Education Students**

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

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.  
Gun-Free Schools Act, 20 U.S.C. §3351 et seq.  
34 C.F.R. §§300.101, 300.530 - 300.536.  
105 ILCS 5/10-22.6 and 5/14-8.05.  
23 Ill.Admin.Code §226.400.  
Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

Adopted: July 1, 2004

Amended: December 1, 2008

**Students****Voting**

Students in the District who are eligible to vote in local, State, and national elections will be encouraged to do so. The District curriculum will include information on voting rights and the responsibilities of the individual.

The District also may wish, from time to time, to conduct a voter registration drive for eligible students and other residents.

Adopted: July 1, 2004

**Students****Rights of Students With Disabilities -- Compliance with Section 504**

It is the policy of the Board of Education that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity sponsored by District 131 which receives or benefits from federal financial assistance. In keeping with this policy, it is the responsibility of the District to identify and evaluate students who -- within the intent of Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, Pub. L. 93-516, 29 U.S.C. 794) -- need special services or programs in order that such students receive an appropriate education.

A student is considered an individual with a "disability" or "disabled" under §504 (and under this policy and the implementing regulations), if he/she suffers from a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, lifting, bending, standing, reading, concentrating, thinking, communicating, and performing manual tasks. Major life activities also includes the operation of a major bodily function, such as the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The foregoing list is not exhaustive. §504 also applies to a student who has a record of having a substantially-limiting impairment, or who is regarded as having such an impairment even if he/she is not truly disabled. Being regarded as having an impairment means the student has been subjected to an action prohibited under the Act because of an actual or perceived physical or mental impairment, whether or not the impairment limits or is perceived to limit a major life activity. The foregoing does not apply to a transitory impairment with an actual or expected duration of six months or less. Students can be considered disabled, and can receive services under §504, even if they do not qualify for, or receive, special education services under the IDEA (Individuals with Disabilities Education Act).

Notice of the Board's policy on nondiscrimination in education practices shall be given in the Board policy manual, posted throughout the District, and published in District statements regarding the availability of special education services.

LEGAL REF.: 29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973, as amended;  
29 U.S.C. 705(9)(B) and (20)(B);  
29 U.S.C. §12102  
34 C.F.R. Part 104;  
20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act;  
34 C.F.R. Part 300.

Adopted: May 3, 2010

**EAST AURORA SCHOOL DISTRICT NO. 131**  
**PARENT/STUDENT RIGHTS**  
**(Section 504 of the Rehabilitation Act of 1973)**

The following is a description of the rights granted by federal laws to students with disabilities. The intent of this law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district develop reasonable strategies to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options;
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
13. Request mediation or a Section 504 hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Section 504 District Coordinator.
14. File a local grievance. A copy of the District 131 "Grievance Procedure" as it applies to Section 504 is available from the Section 504 District or Building Coordinator. Please call and a copy will be immediately sent to you.

The person in District #131 who is responsible for insuring that the District complies with Section 504 is:

**Director of Student Services/Special Education, Section 504 District Coordinator**  
The telephone number is **630-299-7902**,  
Address is: **Child Service Center, 231 E. Indian Trail Road. Aurora, IL 60505**

Adopted: May 3, 2010

**Section 504 Grievance Procedure****Rights of Students With Disabilities -- Compliance with Section 504**

Any parent/guardian who believes that the Board of Education, its employees, or agents have violated their rights under Section 504 of the Rehabilitation Act of 1973, as amended, concerning their child's identification, evaluation, or educational placement, will have the right to an impartial hearing regarding the District's actions. They also will have the right to personally participate in the hearing, and to be represented by an attorney, if they wish to hire one.

If any parent/guardian wishes to challenge the actions of the District with respect to their child's identification, evaluation, or educational placement, he/she must file a written Notice of Appeal with the District's Section 504 Coordinator, at the following address:

Name: Director of Student Services/Special Education  
Address: Child Service Center  
231 E. Indian Trail Road, Aurora, IL 60505  
Tel. No.: 630-299-7902

That written Notice of Appeal must be filed within ten (10) calendar days from the time the parent/guardian receives written notice of the District's Section 504 Committee's action(s). If a written Notice of Appeal is timely filed, a hearing will be scheduled before an impartial hearing officer and the parent/guardian will be notified in writing of the date, time, and place for the hearing.

If the parent/guardian disagrees with the decision of the hearing officer, he/she may request a review of that decision by a court of competent jurisdiction (normally, the nearest federal district court).

With respect to other Section 504 issues involving a child's education that do not specifically involve identification, evaluation, or placement, a parent/guardian will have a right to file a complaint with the District's Section 504 Coordinator (or his/her designee), who will then investigate the allegations to the extent warranted by the nature of the complaint, in an effort to reach a prompt and equitable resolution.

A parent/guardian also has a right to file a complaint with the Office of Civil Rights. The address of the Regional Office which covers Illinois is:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
111 N. Canal Street, Suite 1053  
Chicago, IL 60606-7204  
(312) 886-8434; FAX (312) 353-4888; TDD (312) 353-2540

Adopted: May 3, 2010

**Administrative Procedures****Rights of Students With Disabilities -- Compliance with Section 504**

These guidelines shall be used to ensure that the Board's policies on nondiscrimination are implemented properly and in compliance with federal and State laws and regulations, particularly Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations contained in Title 34, Part 104 of the Code of Federal Regulations. A copy of those regulations is available in the District Education Office.

Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. The Section 504 regulatory provision at 34 C.F.R. 104.3(j)(2)(i) defines a physical or mental impairment limiting a major life activity as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. Major life activities, as defined in the Section 504 regulations at 34 C.F.R. 104.3(j)(2)(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, lifting, standing, reading, concentrating, thinking, communicating, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. Students can be considered disabled, and can receive services under §504, even if they do not qualify for, or receive, special education services under the IDEA (Individuals with Disabilities Education Act).

Notice of the Board's policy on nondiscrimination in education practices shall be provided in the Board policy manual, posted throughout the District, and published in District statements regarding the availability of special education services.

### Program Accessibility

The educational program of District 131 shall be equally accessible to all students at each grade level. Barrier-free access to school facilities (including buildings, structures, equipment, roads, walks, parking lots, etc.) shall be provided to the extent that no individual with a disability is denied an opportunity to participate in a District program available to non-disabled persons. All programs will be designed and scheduled so the location or nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as a non-disabled student. This includes not only academic programs but also extracurricular programs, including athletics.

### Location and Notification

All reasonable efforts will be made to identify and locate unserved students with disabilities of District 131 eligible for special education and/or related services. A free appropriate public education shall be provided for each child determined to be in need of special education and/or related services, regardless of the nature or severity of the child's disability. Such a program of special education will be designed to meet the individual educational needs of students with a disability as adequately as the needs of non-disabled students are met.

No student will be denied, because of his/her disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of District 131.

The due process rights of students with disabilities and their parents/guardians will be rigorously enforced. Also, students with disabilities and their parent/guardians will be notified of their rights under §504 (See Exhibit 1) in the Parent/Student Handbook.

### Enforcement

The Director of Student Services or his/her designee is authorized to coordinate the overall implementation of the Section 504 compliance requirements. A Section 504 Building Coordinator appointed by the principal at each school will coordinate compliance for the implementation of these procedures at the building level.

### Screening/Placement

Any student whose current physical, mental, or psychological condition would qualify him/her as disabled under Section 504 of the Rehabilitation Act of 1973, but not by (IDEA) special education criteria, will be referred to the §504 Coordinator and be evaluated and served in accordance with the procedures described in Section 104.35 and Section 104.36 of Title 34, Part 104 of the Code of Federal Regulations. This procedure will also be followed before any subsequent significant change in placement/services.



If formal assessment instruments are used as part of an evaluation, procedures used to administer assessments and other instruments will comply with the requirements of §504 regarding test validity, proper methods of administration, and appropriate test selection. In interpreting evaluation data, and in making placement decisions, the District will consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent/guardian observations, anecdotal reports, and test scores.

Placement/services recommendations will be made by a group of persons (i.e., a §504 team), knowledgeable about the student, the meaning of the evaluation data, possible placement options, and the legal requirements for least restrictive environment and comparable facilities.

### Instruction

Instruction for students with disabilities will be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for non-disabled students. To the maximum extent appropriate to the student's disability, a student will be placed in an educational setting with non-disabled or students with less severe disabilities. If the least-restrictive-environment placement of the student is the regular classroom, the principal will review all of Subpart D of Title 34, Part 104 of the Code of Federal Regulations (34 C.F.R. 104.31-38) and then work with the teacher(s) involved to make sure he/she/they:

- A. Recognize the requirements of the law and the relationship between the evaluation of the student and his/her instruction;
- B. Have made appropriate accommodation in the instructional program and/or classroom environment to make it possible for the student to accomplish the educational objectives of his/her program. Such accommodations could include but not be limited to:
  - 1. preparation of alternate lesson plans;
  - 2. modification of schedules;
  - 3. rearrangement of the students;
  - 4. reorganization of the classroom;
  - 5. guidance of the student on appropriate behaviors;
  - 6. frequency and type of communication with parents;
  - 7. alternate methods of instruction;
- C. Understand the needs of the student that must be met through appropriate instruction.

Evaluation/Change in Placement

Each §504 student is to be evaluated periodically in accordance with the guidelines in Section 104.35 of Title 34, Part 104 of the Code of Federal Regulations, and in the same manner as used in the initial placement. No student's services may be changed for any reason, including disciplinary actions, without conducting a re-evaluation using the same procedures as with the initial placement.

Discipline

The disciplinary process described in Board Policy 715.07 (Misconduct By Students With Disabilities) will be used in all situations in which a §504 student maybe subject to suspension, expulsion, or exclusion. Since expulsion or cumulative forms of suspension constitute a change in placement, the evaluation procedures in Section 104.35 of Title 34, Part 104 of the Code of Federal Regulations must be followed.

Grievance Procedure

Parents/guardians have the right to be notified by the District prior to any action by the District regarding the identification, evaluation, or placement of their child. They also have the right to examine relevant documents and records regarding the child.

All complaints regarding the identification, evaluation, classification, or educational program of students with a disability will be governed by the due process rules and by the conflict resolution process described in the District's §504 Grievance Procedure. Parents/guardians will have the right to an impartial hearing regarding to the District's actions concerning their child's identification, evaluation, or educational placement. They also will have the right to personally participate in the hearing provided for in that process, and to be represented by an attorney, if they wish to hire one. Parents/guardians also have a right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Parents are encouraged to initially contact the Director of Student Services to resolve any complaints they may have.

With respect to other §504 issues involving a child's education that do not specifically involve identification, evaluation, or placement, parents/guardians will have a right to file a complaint with the District's §504 Coordinator (or his/her designee), who will then investigate the allegations to the extent warranted by the nature of the complaint, in an effort to reach a prompt and equitable resolution.

Evaluation and Compliance

The Board of Education directs the Superintendent to evaluate District programs and practices on nondiscrimination, in accordance with law, and to report to the Board concerning such evaluations. The Board will submit such assurances of compliances as are required by law.

Adopted: May 3, 2010

## **Students**

### **Harassment of Students Prohibited**

#### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**Joan Glotzbach

Name

417 Fifth Street

Address

Aurora, IL 60505630-299-5564

Telephone

**Complaint Managers:**Joan Glotzbach

Name

417 Fifth Street

Address

Aurora, IL 60505630-299-5564

Telephone

Robert Pape

Name

Oak Park Elementary School

Address

1200 Front Street, Aurora, IL 60505630-299-8254

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).  
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).  
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

**Adopted:** November 19, 2012

## Students

### Administrative Procedure - Harassment of Students Prohibited

Actor	Action
Building Principal or Designee	Distribute and publicize Board policy 715.11, <i>Harassment of Students Prohibited</i> , and Board policy 296, <i>Uniform Grievance Procedure</i> using various methods-
Building Principal or Designee	<p>Take measures to prevent harassment of students, including:</p> <ol style="list-style-type: none"> <li>1. Conduct periodic harassment awareness training for all school staff, including administrators, teachers, and guidance counselors;</li> <li>2. Conduct periodic age-appropriate harassment awareness training for students;</li> <li>3. Establish discussion groups in which students can discuss what constitutes harassment and how to respond to it in the school setting;</li> <li>4. Survey students to determine if harassment is occurring at the school;</li> <li>5. Conduct periodic harassment awareness training for parent(s)/guardian(s); and</li> <li>6. Work with parent(s)/guardian(s) and students to develop and implement age-appropriate, effective measures for addressing harassment.</li> <li>7. Determine when extra supervision and precaution should be taken, such as, when: two or more students seem to be in conflict with each other; there have been previous incidents of harassment, sexual assaults, threats, or bullying around perceived sexual orientation; or a specific student has had prior disciplinary violations.</li> <li>8. Have a process in place to: (1) inform all relevant staff members who are responsible for supervising a student with a history of violent or sexually inappropriate behavior, and (2) keep the student constantly supervised.</li> <li>9. Regularly train staff regarding: (1) their classroom and non-classroom supervisory responsibilities, e.g., during a school-sponsored event, before and after school, while students wait for the school bus, between classes, during lunch, and at recess, (2) behaviors that may be an indicator of sexual or physical violence against another student, and (3) what to do when they observe an unusual and disruptive student.</li> <li>10. Identify areas in the school building that are isolated (e.g., restrooms, locker rooms, hallways while classes are in session, stairwells, and empty rooms) and take extra steps to make them safe.</li> <li>11. Immediately notify the police and relevant parents/guardians when an assault or attempted assault has occurred.</li> </ol>
Nondiscrimination	Take measures to thoroughly and promptly investigate allegations of

Actor	Action
Coordinator or Grievance Complaint Manager	<p>harassment, by:</p> <ol style="list-style-type: none"> <li>1. Distributing Board policy 296, <i>Uniform Grievance Procedure</i>, to any person upon request;</li> <li>2. Following Board policy 296, <i>Uniform Grievance Procedure</i>;</li> <li>3. Notifying a student's parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is present; and</li> <li>4. Keeping a complaining parent(s)/guardian(s) informed of any investigation's progress.</li> <li>5. Keeping confidential all information about an investigation and the statements of students and other witnesses. The Superintendent shall be kept informed of an investigation's progress.</li> </ol>
All District Staff Members	<p>Immediately report to the Illinois Department of Children and Family Services any situation that provides you with reasonable cause to believe that a child may be an abused child or a neglected child. Promptly notify the Superintendent and Building Principal that you made a report.</p>

**Students**

**Lost and Damaged Books**

A. Prices to be paid for lost books:

Full current purchase price for any book one or two years old.

Two-thirds of purchase price for any book three years old or older.

B. Prices to be paid for damaged books:

Prices to be paid for damaged books will be based upon the current rate for repair and/or rebinding. If the book is damaged beyond repair or rebinding, the policy for lost books outlined in Section A shall apply.

Adopted: July 1, 2004

## Students

### Unsafe-School Choice Option

The District will implement an unsafe-school choice option in accordance with the requirements of State law and Section 9532 of the federal Elementary and Secondary Education Act ("ESEA"), as follows. Transfers made pursuant to this policy will be implemented in compliance with the federal No Child Left Behind Act of 2001.

#### *Persistently Dangerous Schools*

If a District 131 school is identified as a persistently dangerous school, as defined in Section 10-21.3a of the Illinois *School Code* (105 ILCS 5/10-21.3a), the District will provide all students enrolled in the school with the option to transfer to another grade-appropriate District 131 school (if any) which meets the criteria set forth below. The transfer option will be offered at least fourteen (14) days prior to the start of the school year which begins after the identification occurs.

#### *Victims of Violent Crime*

Any student who is a victim of a violent crime (as defined in Section 3 of the Rights of Crime Victims and Witnesses Act) which occurs on school grounds during regular school hours or during a school-sponsored event, will be offered the option to transfer to another grade-appropriate District 131 school (if any) which meets the criteria set forth below. The transfer option will be offered within fourteen (14) days after it is determined that the student was a victim of a violent crime which occurred on school grounds during regular school hours or during a school-sponsored event.

#### *Schools To Which Transfers Will Be Offered*

In providing school choice options pursuant to this policy, the District will offer transfers to safe schools that are making adequate yearly progress and that are not identified for school improvement, corrective action or restructuring under ESEA Section 1116.

#### *Notice to Parents*

If a District 131 school is identified as a persistently dangerous school, the District will provide the following information, in writing, to the parents of each student enrolled in the school:

- 1) Notice that the State has identified the school as persistently dangerous; and
- 2) An explanation of the school choice option (if any), including information regarding the manner in which school choice may be elected.



*Transfer Request Deadline*

Any request to transfer in accordance with this policy must be made within seven (7) days after the parent or guardian receives notice of the right to transfer.

*Guidelines for Transferring Students*

Any student who has transferred to another District 131 school in accordance with this policy will be permitted to remain in that school for at least as long as the student's original school is identified as persistently dangerous, or until he or she no longer resides in the District.

LEGAL REF.: Illinois *School Code* Section 10-21.3a (105 ILCS 5/10-21.3a); Section 9532 of the Elementary and Secondary Education Act (20 U.S.C.A. §7912); Notice of Final Deadlines, Federal Register, Vol. 68, No. 115, Pg. 35671 (June 16, 2003)

Adopted: October 2, 2006

## Students

### School Accountability and School Choice

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The School Board continuously monitors the quality of the District's work. The Superintendent will supervise the following quality assurance components, in accordance with State Board of Education rules, by:

1. Preparing each school's annual recognition application and quality assurance appraisal, whether internal or external, to monitor each school's process for continuous school improvement.
2. Establishing school improvement plans that contain:
  - 👉 District student learning objectives,
  - 👉 Assessment systems for measuring students' progress in the fundamental learning areas, and
  - 👉 Reporting systems for informing the community and the State of assessment results.

The Superintendent will regularly report the District's progress to the Board and seek Board approval for each School Improvement Plan.

### School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring

This section applies to only those students enrolled in a school identified by the State Board of Education for school improvement, corrective action, or restructuring according to federal law.

The District will implement school choice in accordance with the requirements of Section 1116 of the federal Elementary and Secondary Education Act ("ESEA").

If a District 131 school is identified for school improvement under ESEA Section 1116, the District will, not later than the first day of the school year following the school improvement identification, provide all students enrolled in the school with the option to transfer to another grade-appropriate District 131 school, if any.

If a District 131 school is identified for corrective action or restructuring under ESEA Section 1116, the District will continue to provide all students enrolled in the school with the option to transfer to another grade-appropriate District 131 school, if any.

**Exceptions to the School Choice Option**

A student will not be allowed to transfer to any of the following attendance centers, except by change in residence:

- 1) An attendance center which has also been identified for school improvement, corrective action or restructuring under ESEA Section 1116.
- 2) An attendance center that exceeds or as a result of the transfer would exceed its attendance capacity.
- 3) An attendance center for which the Board has established academic criteria for enrollment, if the student does not meet the criteria. However, the transfer will be permitted if the attendance center is the only grade-appropriate attendance center which has not been identified for school improvement, corrective action or restructuring under ESEA Section 1116.
- 4) Any attendance center if the transfer would prevent the School District from meeting its obligations under a State or federal law, court order or consent decree applicable to the School District.

**Transfer Request Deadline**

Any request to transfer in accordance with this policy must be made within thirty (30) days after the parent or guardian receives notice of the right to transfer.

**Notice to Parents**

Prior to the first day of the subsequent school year, the District will provide the following information, in writing, to the parents of each student enrolled in a school identified for school improvement, corrective action or restructuring:

- 1) An explanation of what the identification means, and how the school compares to other elementary or secondary schools in the District and in Illinois in the area of academic achievement;
- 2) The reasons for the identification;
- 3) An explanation of what the school is doing to address the problem of low achievement;
- 4) An explanation of what the District or the State is doing to help the school address the achievement problem;
- 5) An explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- 6) An explanation of the school choice option, if any, including:
  - a) an explanation of the manner in which school choice may be elected; and
  - b) information regarding the District's transportation obligations, if any.

#### First Priority Students

Space or financial limitations may restrict the number of children for whom school choice can be implemented. Among students exercising choice, the District will give priority to the lowest-achieving children from low-income families. The ranking will be determined by the District based upon information which may include individual state assessment scores and/or local assessment scores.

If school choice cannot be implemented for all priority students ranked at the same level, a random lottery process will be used.

#### Guidelines for Transferring Students

Any student who transfers to another school in accordance with this policy will be enrolled in classes and other activities in the same manner as the other children attending the school.

A child who has transferred to another District school in accordance with this policy will be permitted to remain in that school until he or she has completed the highest grade in that school, or until he or she no longer resides in the District.

*Intergovernmental Agreements*

If school choice is unavailable because there is no other grade-appropriate school within the District, or because all other grade-appropriate schools within the District are identified for school improvement, corrective action or restructuring, the District will, to the extent practicable, enter into transfer agreements with other public School Districts in the area.

LEGAL REF.: Illinois *School Code* Section 10-21.3a (105 ILCS 5/10-21.3a);  
Section 1116 of the Elementary and Secondary Education Act (20  
U.S.C.A. §6316).

Adopted: July 1, 2004

**Students****Supplemental Educational Services**

Supplemental educational services will be made available to eligible students in accordance with the requirements of Section 1116 of the federal Elementary and Secondary Education Act ("ESEA").

As used in this policy:

1. The term "eligible student" means a student who is from a low-income family and who is attending a Title I school that:
  - a. Is in its second year of school improvement status; or
  - b. Has been identified for corrective action; or
  - c. Has been identified for restructuring.
2. The term "supplemental educational services" means additional academic instruction designed to increase the academic achievement of eligible students. Supplemental educational services may include tutoring, remediation, or other educational interventions.

**Notice to Parents**

At least annually, the District will provide the following information, in writing, to the parents of each eligible student:

- 1) An explanation of what the school improvement, corrective action or restructuring identification means, and how the school compares to other elementary or secondary schools in the District and in Illinois in the area of academic achievement;
- 2) The reasons for the school improvement, corrective action or restructuring identification;
- 3) An explanation of how parents can become involved in addressing the academic issues that led to the identification;
- 4) An explanation regarding the availability of supplemental educational services and the manner in which parents may elect supplemental educational services; and
- 5) Information relating to approved service providers in the area, including the identity, services, qualifications and effectiveness of each such provider.

### *Request Procedures and Deadline*

Any request for supplemental educational services in accordance with this policy must be made within thirty (30) days after the parent or guardian receives notice of the availability of such services. All such requests must be in writing, and must identify the service provider selected by the parent or guardian. Upon request, the District will assist parents in choosing a provider.

### *School Choice and Supplemental Educational Services*

Parents who are offered both school choice (pursuant to Board Policy 715.15) and supplemental educational services (pursuant to this policy) may choose either option, but not both.

### *First Priority Students*

Space or financial limitations may restrict the number of children to whom supplemental educational services can be provided. Among eligible students requesting supplemental educational services, the District will give priority to the lowest-achieving students. The ranking will be determined by the District based upon information which may include individual state assessment scores and/or local assessment scores.

### *Agreements with Service Providers*

The District will enter into an agreement with each area service provider selected by a parent or guardian. Each such agreement will include the following:

1. A provision requiring the District to develop, in consultation with the parents and the service provider, a statement which includes: (a) specific achievement goals for the student; (b) a description of how the student's progress will be measured; and (c) a timetable for improving achievement;
2. A description of the procedures for regularly informing the student's parents and teachers of the student's progress;
3. A provision which allows for termination of the agreement if the provider is unable to meet the goals and timetables specified in the agreement;
4. Terms specifying the manner in which the District will pay the service provider; and
5. A provision prohibiting the service provider from disclosing the identity of any student who is eligible for or who is receiving supplemental educational services, unless written parental permission for the disclosure has been obtained.

With respect to any student with a disability under IDEA or Section 504, the provisions of the agreement must be consistent with the student's IEP or Section 504 plan.

**Confidentiality**

In the absence of written permission from a student's parent, the District will not disclose to the public the identity of any student who is eligible for or who is receiving supplemental educational services.

LEGAL REF.:       Section 1116 of the Elementary and Secondary Education Act  
                          (20 U.S.C.A. ' 6316)  
                          34 CFR §200.37, 200.45, 200.46, 200.47, 200.48

Adopted:            July 1, 2004



**Students****Student Welfare Services**

The following services may be provided by District 131:

1. Health services supervised by qualified school nurse(s), as deemed appropriate.
2. Educational and/or psychological testing and related services which may be recommended on an individual basis. In all cases, the written consent of the parent(s)/guardian(s) must be obtained prior to testing. In collaboration with other aspects of an evaluation, testing results will be provided to the parent(s)/guardian(s) with the evaluator's interpretations and recommendations, as deemed appropriate.
3. The services of a social worker, provided that the informed consent of the parent(s)/guardian(s) is secured in advance.
4. Guidance and counseling services directed by the secondary building principals.
5. An optional student accident insurance plan.

CROSS REF.: 430.04

Adopted: July 1, 2004

**Students****Emergency/Disaster Planning**

A primary concern of the Board of Education is the safety and well-being of the students and staff. In order to provide the maximum safety for all individuals in each District building, the Superintendent will ensure that provisions are made for emergencies and/or disasters.

Such provisions will include but not be limited to the following:

1. Building-evacuation plans
2. Early-dismissal plans
3. An emergency communication network
4. Safety education and training programs for students, staff and parents

Any plans that have to be coordinated with any other community agency will be presented to the Board for approval.

Adopted: July 1, 2004

**Students****Emergency Drills**

All building principals will conduct necessary fire, civil defense, and disaster drills in their building periodically during the school year. Principals are responsible for the development and dissemination of emergency drill procedures in their buildings.

LEGAL REF.: Illinois School Code, Sec. 10-20.22 (105 ILCS 5/10-20.22)

CROSS REF.: 465.05 and 465.05-R

Adopted: July 1, 2004

**Students****Emergency Dismissal or Closing of Schools**

The Superintendent or his/her designee is authorized by the Board to close the school(s) when, in his/her opinion, there is an emergency warranting such action. Examples of such emergencies include inclement weather, malfunction of heating-ventilation equipment, chemical spills or epidemics.

Since parent(s)/guardian(s) may not be at home when emergency school closings occur during the regular school day, students and faculty will remain at the school building, or at an alternative site in cases of extreme emergency where there has been insufficient time to alert parents. Parent(s)/guardian(s) may come to the school to pick up their children when this procedure is in effect.

LEGAL REF.: Illinois School Code, Sec. 18-12 (105 ILCS 5/18-12)

CROSS REF.: 465.05 and 465.05-R

Adopted: July 1, 2004

**Students****Psychological and Social Services**

The Board of Education provides psychological and social services through its certified and/or licensed support staff of psychologists, social workers and counselors. Through their respective roles in the district, these professionals provide support to building teams and to individual students.

The informed consent of the parent(s)/guardian(s) will be secured in advance of ongoing student sessions. Cooperative efforts between the school and the parent(s)/guardian(s) is important to the provision of these services.

Adopted:                      July 1, 2004

**Students****Social and Emotional Development**

The Board of Education will incorporate student social and emotional development into its educational program, which will include instruction in and assessment of social and emotional skills. The social and emotional development aspect of the educational program will be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards.

The Superintendent or his/her designee is responsible for developing protocols for responding to children with social, emotional, and/or mental health problems which impact learning ability. However, the District assumes no liability for preventing, identifying, or treating such problems.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/1, *et seq.*

Adopted: August 16, 2004

**Administrative Procedures****Protocol for Responding to Students with Social, Emotional, and/or Mental Health Problems****Student Support Committee**

On an annual basis, each Building Principal will appoint a building-level Student Support Committee to consider and respond to referrals relating to students suspected of having social, emotional, and/or mental health problems which impact learning ability. Committee members must be school staff members who are qualified by professional licensing or experience to address issues relating to such students. As needed on a case-by-case basis, the Student Support Committee may request the involvement of the Building Principal, relevant teachers, and/or the student's parents/guardians. Information provided to or by the Committee will be handled in accordance with the Illinois School Student Records Act and the Illinois Mental Health and Development Disabilities Confidentiality Act, as applicable.

**Referrals**

When a staff member suspects that a student may have social, emotional, and/or mental health problems which impact learning ability, the staff member should refer the student to the Student Support Committee. Upon receiving a referral, the Committee will review information about the referred student and suggest an appropriate course of action, which may include, but is not limited to, the following:

1. Offering to the student's classroom teachers and parents/guardians strategies for managing, addressing, and/or enhancing the student's social and emotional development and mental health;
2. Recommending coordinated educational services, social work services, school counseling services, and/or student assistance services;
3. Providing referrals to outside agencies.

Referrals to the Student Support Committee are unrelated to the special education evaluation process and will not trigger the District's timeline for evaluations.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/1, *et seq.*

Adopted: August 16, 2004

**Students****Home Instruction**

District-sponsored home instruction will be offered to students who, due to physical or mental impairment, cannot attend school for two or more consecutive weeks, providing school personnel determine that such a program can be of educational benefit. Requests for home instruction must include a written statement from a licensed physician or psychiatrist stating a need for such services.

LEGAL REF.: Rules and Regulations To Govern the Administration and Operation of Special Education; 23 Ill. Admin. Code 226, Subpart G, 226.300.

CROSS REF.: 630.04 and 630.04-R

Adopted: July 1, 2004



## Students

### Food Allergy Management Program

A student's risk of exposure to allergens that could trigger a food-allergic reaction may be increased by attendance at school. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is impossible for the District to completely eliminate the risks of exposure to allergens for students attending school, a Food Allergy Management Program involving a cooperative effort among students, their families, and staff members can help the District reduce those risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.

1. *Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines)*, jointly published by the State Board of Education and Ill. Dept. of Public Health, available at:  
[www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).

APPROVED: January 18, 2011

## **Students**

### **Exemption From Physical Activity**

#### **General**

A student may be exempted from some or all physical activities when appropriate excuses are submitted to the school by the student's parent or guardian or by a person licensed under the Medical Practice Act.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in regular physical education courses.

#### **High-School Students**

Students enrolled in grades eleven and twelve may be excused on an individual basis from taking required physical education courses for the following reasons: (1) to participate in an ongoing interscholastic athletic program; (2) to enroll in academic classes that are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his/her choice; or (3) to enroll in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

Students enrolled in grades nine through twelve may be excused on an individual basis from taking required physical education courses to enroll in either a Reserve Officers Training Corps (ROTC) or in a marching band program for credit or in accordance with Policy 725.10, Special/Shortened Schedule for Talented Students.

Using a form provided by the high-school guidance office, students must make their request to be excused from physical education classes prior to the beginning of the semester for which the excuse is sought. The request form must be signed by the parent or guardian of the student. Excuses granted for participation in interscholastic athletics will be valid only for the duration of the season, including practice dates, of the activity. Excuses granted for other reasons will be valid for as long as the student is enrolled or actually participating in the activity or class.

LEGAL REF.: Illinois School Code, Sec. 27-6 (105 ILCS 5/27-6);  
Illinois Medical Practice Act (225 ILCS 60/1, *et seq.*);  
23 Ill.Admin.Code §1.420(p).

CROSS REF.: 625, 725.10

Adopted: July 1, 2004

**Students**

**Emergency Care**

In emergency situations, District employees will be expected to respond with actions that reflect sound judgment, reasonableness, and maturity.

In all emergencies, it will be the policy of the District to notify the parent(s) or guardian(s) of the child as soon as possible.

In emergency situations that involve physical injury or a serious illness or accident, school personnel will notify local emergency services by calling 911 for assistance as soon as possible. Other emergency care treatment will be administered by the school nurse, health aide or other designated school personnel.

Adopted: July 1, 2004

## **Students**

### **Accidents and Injuries**

The safety of every student is a matter of serious concern at all times. School buildings and grounds will be regularly inspected for health, fire and safety hazards. The school staff will be alert to hazardous practices or situations, especially when students are moving about within the buildings or on the grounds. Rules and understandings will be developed to help reduce the chances for accidents.

Procedures are established for caring for a student who has suffered an accident, illness or injury. A copy of these procedures will be readily available in every Principal's office and school nurse's office. All staff members will be expected to understand and follow such procedures. Parent(s)/guardian(s) should be contacted in the case of accidents and injuries. It is recommended that the paramedic squad be called in emergency cases.

A written report of any accident involving a student will be completed by the person having supervision, knowledge or jurisdiction over the student at the time of the accident. A copy of the report will be sent to the principal and the Superintendent, and distributed to all specifically designated persons.

Depending upon the severity of a fire, tornado, boiler explosion, or other catastrophe, the District shall make every attempt to provide educational services for those students in other District-owned facilities.

No student shall be permitted to enter any District 131 swimming pool (shall include all elementary, middle and secondary schools under the jurisdiction of District 131), unless they are under the immediate supervision of a qualified lifeguard. Note: A "lifeguard" shall meet the qualifications established by the Illinois Department of Public Health.

CROSS REF.: 500.06 and 720.12

Adopted: July 1, 2004

## **Students**

### **Administering Medicine to Students**

The primary responsibility for administering medication to a student rests with that student's parent(s) or guardian(s).

Medication required by a student will generally not be administered at school by a District employee. This policy includes even common and widely used preparations such as aspirin.

Medication will be administered by a certified school nurse, a non-certificated registered professional nurse, or an administrative school employee during the school day only when necessary for the critical health and well-being of the student. Neither teachers nor other non-administrative school employees, except certified school nurses and non-certificated registered professional nurses, will be required to administer medication to students. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures. Self-administration of medication by students with asthma will be permitted in accordance with the School Code and the District's procedures.

HOWEVER, NOTHING IN THIS POLICY WILL PROHIBIT ANY SCHOOL EMPLOYEE FROM PROVIDING EMERGENCY ASSISTANCE TO STUDENTS INCLUDING ADMINISTERING MEDICATION.

This policy will be administered in accordance with all applicable federal and State laws, including those pertaining to special education students.

LEGAL REF.: Illinois School Code, Sec. 10-20.14b, 10-22.21b and 22-30 (105 ILCS 5/10-20.14b, 5/10-22.21b and 5/22-30).

Adopted: July 1, 2004

**School Medication Authorization Form**

*To be completed by the student's parent(s)/guardian(s). A new form must be completed every school year.*

Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Information-Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_ parent or guardian of \_\_\_\_\_ hereby authorize East Aurora School District 131 and its employees and agents, on my behalf and in my stead, to administer to my child while under the supervision of the employees and agents of the school district lawfully prescribed medication in the manner described below. I authorize and request the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). I further acknowledge and agree that, when the lawfully prescribed medication is so administered, I waive any/all claims I might have against the school district, its employees and agents arising out of the administration of said medication except for willful and wanton misconduct. In addition, I agree to indemnify and hold harmless the school district, its employees and agents, either jointly or severally from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from the administration of said medication.

**My child understands the need for the medication and the correct use of his/her Inhaler EpiPen (Circle appropriate type) and may carry it with him/her during the school day.**

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date:

*Both parents or guardians, if available, should sign.*

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**TO BE COMPLETED BY THE STUDENT'S PHYSICIAN**

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Duration of Administration: \_\_\_\_\_

Type of Disease or Illness: \_\_\_\_\_

Must this medication be administered during the school day in order to allow the child to attend school?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Are there any side effects to the medication? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If **YES**, please specify: \_\_\_\_\_

***Students demonstrates EpiPen administration competency and may carry his/her EpiPen during the school day.*** **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Doctor's Name: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

APPROVED: May 16, 2011

## **Administrative Procedures**

### **Administering Medicine to Students**

#### **Medication Procedures**

A student is eligible to have District personnel administer doctor prescribed medication if one or more of the following criteria are met:

1. The student would be unable to attend school if the medication were not given, because the medication is necessary for the student to remain physically healthy.
2. The student needs to take medication for conditions that could be life threatening if the medication was not administered.
3. The student has a disability that prevents him/her from being able to self-administer the medication.
4. The parent(s) or guardians(s) requests that the school personnel administer the medication.

If a parent requests that school personnel administer medication, the request must be presented in writing to the school nurse with supportive data from a physician.

Students who are eligible for the administration of medication by school personnel will be given their medication in accordance with the requirements of this policy. Administration of medication to special education students will be consistent with this policy, to the extent permissible by applicable laws and regulations, and will be included, as appropriate, in the student's Individualized Education Program.

If a parent chooses not to have District personnel administer medication, the procedures covering self-administration of medication must be followed.

#### **Administration of Medication by District Personnel**

The administering of prescribed medication during regular school hours is subject to the following regulations:

- I . The student's physician must provide written orders to the school, specifying the student's name, the name of the medication, the purposes of the medication, the necessity for the medication during the day, the type of disease or illness involved, the correct dosage, the time the medication is to be administered, the benefits of the medication, any side effects, and an emergency phone number where the physician can be reached. (Exhibit E-1)



2. The student's parent or guardian must request in writing that the District comply with the physician's orders, indicating those persons who are authorized to administer the medication. The parent or guardian will be requested to sign a written consent form when medication will be administered by administrative school employees rather than a certified school nurse. (Exhibit E-2)
3. The medication must be brought to the school office by the student or the student's parent or guardian in a pharmaceutical container labeled with the student's name, the name of the medication, the dosage and all pertinent instructions. A maximum of a one-week supply of medication may be sent to the school at any one time. The container should be sent to school at the beginning of each week. The empty container will be sent home with the student at the end of each week.
4. The student's parent or guardian must renew written orders for continuing medication at the beginning of each school year, whenever the medication or its dosage is changed, or when asked to do so by the school nurse.
5. The school must store the medication in a locked cabinet in the main or nurse's office. Medications requiring refrigeration will be refrigerated in a secure area.
6. The building principal will:
  - A. Designate which certified staff member is responsible for administering medication to each student.
  - B. Designate a minimum of two certified staff members as backups in the event that the designated person is not available.
  - C. Determine the procedure to be followed to get medication to the person primarily responsible for administering it. Possible options include:
    1. The person responsible for administering the medication to a student will pick up the medication from the main or nurse's office.
    2. A health aide will deliver the medication to the person responsible for administering it to a student.
  - D. Determine the procedure to be used to maintain a written record of any medication used. Such record must list the student's name, the name and dosage of the medication, the time it was administered and by whom.

**Self-Administration of Medication by Students with Asthma**

For purposes of this section only, “self-administration” is defined as a pupil’s discretionary use of his or her prescribed asthma medication.

The District will permit the self-administration of medication by students with asthma, provided that the following requirements are satisfied:

1. The parents or guardians of the student must provide the District with written authorization for the self-administration of medication (Exhibit E-3); and
2. The parents or guardians of the student must provide the District with a written statement from the student’s physician, physician assistant or advanced practice registered nurse, containing the following information (Exhibit E-4):
  - A. The name and purpose of the medication;
  - B. The prescribed dosage; and
  - C. The time or times at which or the special circumstances under which the medication is to be administered.

The information provided will be kept on file in the office of the school nurse or the school administrator.

When self-administration is permitted, the District and its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from the student’s self-administration of the medication. Parents/guardians will be required to sign a statement acknowledging that the District will incur no liability, and stating that the parents/guardians will indemnify and hold harmless the District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration. (Exhibit E-3)

Permission is effective only for the school year in which it is granted. Permission will be renewed each school year upon fulfillment of the requirements set forth above.

**Self-Administration of Medication in Other Cases**

The following procedure applies when a parent or guardian chooses to have their child self-administer medication:

1. The responsibility for administering medication rests with the student’s parent(s) or guardian(s).
2. Parents are requested to inform the school in writing that their child will be self-

administering medication. Also, they should indicate the type of medication and the time it will be self-administered.

3. A one-day dosage of the medication will be sent to school in a labeled pharmaceutical container.
4. The medication will remain in the possession of the child at all times.
5. The child will be responsible for taking the medication at the prescribed time.
6. The classroom teacher will give the child the opportunity to take the medication.
7. There will be no monitoring or other involvement by school personnel during the self-medication of students.
8. The District reserves the right to prohibit such self-administration of medication where the student is not deemed to be mature or responsible enough to self-administer medication or where the student abuses medication or shares medication with others.

LEGAL REF.: Illinois School Code, Sec. 10-20.14b, 10-22.21b and 22-30 (105 ILCS 5/10-20.14b, 5/10-22.21b and 5/22-30).

Adopted: July 1, 2004

## **Students**

### **Animal Bites**

If a child is bitten or scratched by an animal, either at school or on the way to or from school, the police will be called at once and every effort will be made to assist in identifying the animal so that it can be captured and the necessary procedures with regard to rabies can be followed. The parent(s)/guardian(s) of the child also will be notified so that the child may be taken to a physician.

### **Treatment of Insect Stings or Bites**

- A. If a parent or guardian desires that the School District provide their child emergency treatment for insect stings or bites, the student's physician must execute a form directing the School District to administer epinephrine, and the parent or guardian must attach same to the Parental Consent Form for Emergency Treatment and/or The Parental Consent Form for Emergency Treatment in Connection with School-Sponsored Activities. Such form shall be kept on file in the School District office.
- B. The School District shall maintain a list of all students who have filed with the school district a properly executed consent form. The list shall be posted at all locations where epinephrine is stored.
- C. The school nurse shall train all school personnel who wish to be trained on the administration of epinephrine. A list of those personnel trained to administer epinephrine shall be kept in the School District office.
- D. All persons trained in the administration of epinephrine shall be authorized to administer epinephrine to those students who have filed a consent form as provided herein, and who necessitate such treatment.
- E. A reasonable supply of pre-measured doses of epinephrine must be supplied by all parents or guardians who have filed a consent form as provided herein. Such doses of epinephrine shall be available at all times to those trained to administer it. Such personnel shall be made aware of the location where the epinephrine is kept.

Adopted: July 1, 2004

**Students**

**Exclusion of Students Due to Pediculosis (Head Lice)**

The school nurse and/or other qualified personnel are responsible for screening students for pediculosis.

When a case of pediculosis is identified in a District school building, the parent(s) or guardian(s) will be contacted and asked to come to school. The nurse will then provide information to the parent(s) concerning pediculosis and its treatment. The parent(s) must then remove the child from school, secure medicated shampoo, and begin treatment.

Also, the nurse will screen students in the contact area of the school for possible infestation.

The school nurse, or his/her designee, will readmit the student to class only after an examination shows that the treatment has been effective.

Adopted: July 1, 2004

**Students**

**Student Accident Insurance**

- A. The purpose of the student insurance plan is to provide a reasonable amount of protection for pupils en route to, during attendance. and returning from school.
- B. The School District merely provides a framework for an insurable group, and service in connection with the distribution of information and- enrollment materials. By doing this, the district does not in any way acknowledge liability or even the responsibility for providing the protection. Every student, whether entering school on opening day or during the school year, shall be given an insurance application form which is to be returned to school signifying whether or not his or her parents/guardians wish to purchase student insurance.
- C. The student insurance plan shall be optional except for interscholastic athletics.
- D. While the District shall not endorse any insurance carrier, it shall supervise the information about the plan that is distributed to students.
- E. The School District shall not participate in the cost of the plan, nor shall it receive any compensation from the insurer for any services.

Adopted: July 1, 2004

## **Students**

### **Communicable and Chronic Infectious Disease**

The Board of Education recognizes that a student with a communicable or chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District will balance the individual's rights with its obligation to protect the health of all District students and staff.

#### **1.0    Application**

- 1.1    This policy will apply to all students known to be infected with a communicable or chronic infectious disease, including persons diagnosed by a physician as having Hepatitis Type B, Herpes Simplex virus, or an illness due to infection with the HIV (AIDS) virus and persons who are asymptomatic but have virologic or serologic evidence of infection with the HIV virus. This policy will not apply to children or siblings of an infected person unless they are also infected.
- 1.2    All determinations, notifications and actions undertaken by the District in connection with a potential or actual case of a chronic communicable or contagious disease will be in compliance with applicable State and federal laws and regulations.

#### **2.0    Identification**

- 2.1    Teachers and other staff personnel will inform the school nurse in confidence of signs of serious illness in all students. When a chronic communicable disease is known or suspected in a student, the school nurse will immediately inform the Superintendent. The Superintendent will inform the Board of Education at the earliest possible time, but the student's identity will not be disclosed.

#### **3.0    Evaluation and Placement of Students**

- 3.1    The Board recognizes that the management and control of a school environment free from communicable and chronic infectious disease requires the cooperation and effort of the school staff and community. In order to promote and ensure appropriate student health standards, a Communicable and Chronic Infectious Disease Review Team will be appointed by the Superintendent, who will inform the Board. Team members will include a physician advisor, a faculty member selected by the Administration, the school nurse, the principal, and the Superintendent.

The parent(s) or guardian(s) of a student known or suspected of having a communicable disease may be included in the team when appropriate. The Superintendent will be authorized to convene the Communicable and Chronic Infectious Disease Review Team as needed.

The responsibility of the Communicable and Chronic Infectious Disease Review Team will be determined by the Superintendent and may include the responsibility:

1. to review, on an individual basis, the medical history of the student who has a communicable or chronic infectious disease;
2. to recommend to the Superintendent modifications to the student's day or program, as necessary, to protect public health;
3. to recommend to the Superintendent that the student continue to attend school in the regular classroom setting;
4. to recommend to the Superintendent that the student attend school in a different classroom setting;
5. to recommend the possible temporary exclusion of the student from school;
6. to recommend when the student may return to his/her regular classroom setting;
7. to recommend additional rules and/or procedures concerning hygiene designed to reduce or eliminate the risks of transmission of the infectious disease.

The Communicable and Chronic Infectious Disease Review Team will be guided by the policies of the Board, rules and regulations promulgated by the Illinois State Department of Public Health, and all other relevant State and federal laws and regulations, and will consult the student's personal physician and public health authorities before taking any action or making any recommendations. In cases where there is a dispute between the personal physician and public health officials, the Communicable and Chronic Infectious Disease Review Team will be guided by the advice of the public health officials.

In the exercise of its responsibilities, the Communicable and Chronic Infectious Disease Review Team will respect the privacy rights of each student and take such precautions as may be necessary to secure the student's privacy. The student's medical records will be held in strict confidence. The team's report and recommendations will be forwarded to the Superintendent and the Board.



- 3.2 A student infected with a chronic communicable disease may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student (including consideration of the relevant factors referenced in paragraph 3.3 below) is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting.
- 3.3 Decisions regarding the type of educational program and activities of an infected student will be based on the behavior, neurologic development and physical condition of the child, the characteristics of the particular disease, and the expected type of interaction with others in that setting. If the team determines at any point that the health and safety of the student or others would be endangered by the student's continued presence in his/her current educational program, the Superintendent may direct a temporary exclusion or an interim alternative placement, pending the completion of these review procedures, provided the student continues to receive an appropriate education.
- 3.4 The educational programs and activities of a student will be determined by weighing the risks and benefits to both the infected child and to others. Because the benefits of an unrestricted educational program to infected school-aged children usually outweigh the risks of their transmitting or acquiring potentially harmful infections in the school setting, an infected student will be allowed to attend school whenever possible. The appropriateness of attendance in physical education, industrial arts, home economics, music courses, etc., will be considered, where appropriate.
- 3.5 For extremely young or neurologically disabled children who lack control of their body secretions or who display behavior such as biting, and children who have uncoverable lesions, a more restricted environment will be considered to minimize the exposure of other children or staff to blood or body fluids or other increased risk of infection. Exclusion of the child from school or some other change in placement may be appropriate.
- 3.6 If it is determined that a change in the student's current educational placement is warranted, a case study evaluation of the student will be commenced and an individualized education program developed in accordance with the Illinois School Code and the Rules and Regulations of the Illinois State Board of Education. Participation in the case study evaluation will be determined on a "need to know" basis.
- 3.7 Because the hygiene practices of children with chronic communicable diseases, including HIV infection, may improve with age or deteriorate if the child's condition worsens, evaluations to assess the need for a restricted environment will be conducted regularly and, in no case, less than once per school year.

- 3.8 During the period of a student's illness, the District, through the Superintendent or his/her designee, will offer emotional support to the student and his/her family.

#### 4.0 Awareness

- 4.1 The District will promote public knowledge and awareness of chronic communicable and contagious diseases, including AIDS and the transmission of the HIV virus, in order to assist efforts to provide the best care and education for infected students while minimizing the risk of transmission to others.
- 4.2 Instruction for students in grades 6 through 12 will include information on the prevention, transmission and spread of AIDS. If the parent or guardian of any student in those grades objects to a student's participation in such course instruction, that student will be excused from the instruction, but the refusal to participate due to the objection of a parent or guardian will not be grounds for suspension or expulsion of the student.
- 4.3 Instruction for all students in grades K through 12 will include age-appropriate information on the prevention, transmission and spread of disease.
- 4.4 The Superintendent or his/her designee will be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to District personnel, parents, students, and community members.

#### 5.0 Background Medical Information Concerning AIDS

- 5.1 Acquired Immune Deficiency Syndrome (AIDS) is a severe disruption of the immune system, rendering the infected individual susceptible to a variety of infections and malignancies. AIDS is the most severe manifestation of infection with Human Immunodeficiency Virus (HIV), which is also known as Human T-Cell Lymphotropic Virus Type III (HTLV-III), Lymphadenopathy Associated Virus (LAV), or AIDS-Related Virus (ARV). Not all persons infected with the HIV virus develop AIDS. A large percentage of persons infected with HIV will develop detectable, but apparently less severe abnormalities of the immune system. This condition is called the AIDS Related Complex (ARC).
- 5.2 It is believed that the HIV virus is transmitted through the direct exchange of body fluids, especially blood and semen, between an infected individual and a noninfected one. Although the virus has been isolated in a wide range of body fluids (blood, semen, saliva, tears, breast milk, and urine), medical information suggests that transmission does not occur through casual physical contact or contact with inanimate objects. Instead, transmission is generally known to have occurred from sexual intercourse, invasive exposure to contaminated

blood or blood products (e.g., intravenous drug use or shared needles, transfusion) or perinatal exposure from infected mother to infant.

- 5.3 It is also believed that the HIV virus does not survive outside the body for extended periods of time and is inactivated by most common disinfectants. Viral transmission is not believed to occur through common use of drinking glasses, swimming pools, towels, public rest room facilities, or from food.

#### 6.0 Additional Guidelines

- 6.1 Care involving exposure to an infected student's body fluids and excrement will be performed by the school nurse or other persons who are aware of the child's infection with a chronic communicable disease and the modes of possible transmission. Thorough handwashing after exposures to blood and body fluids and before caring for another child will be observed, and gloves will be worn if open lesions are present on the caretaker's hands. Any open lesions on the infected child also will be covered.
- 6.2 The Administration will adopt guidelines and procedures for handling the blood and body fluids of all children.

#### 7.0 Confidentiality

- 7.1 The number of school personnel who are aware of the infected student's condition will be kept to the minimum needed to assure proper care and to detect situations where the potential for transmission may increase (i.e., bleeding injury). Such personnel will be provided with appropriate information, made aware of the requirements of confidentiality, and directed not to further disclose such information. The infected student's privacy will be respected, and all records concerning the infected student will be confidential. The existence of an HIV infection or chronic communicable disease will be reported to the Department of Public Health or such other public authorities, as required by law.
- 7.2 If the principal of the school in which the student is enrolled is notified by the Illinois Department of Public Health or a local health department or any other person or entity that a student has been diagnosed as having AIDS or ARC, or has been shown to have been exposed to the HIV virus or any other identified causative agent of AIDS, the principal will immediately disclose the identity of the student to the Superintendent and the school nurse at that school. Also, the principal may, as necessary, disclose the identity of an infected student to the classroom teachers in whose classes the student is enrolled and the persons responsible for deciding the placement or educational program of the student. In addition, the principal may inform other persons who need to know, including the President of the Board, that an infected student is enrolled at that school, so long as the student's identity is not revealed.

8.0 Administrative Procedures

- 8.1 The Superintendent will be responsible for developing and implementing Administrative Procedures relating to this policy.

LEGAL REF.: Family Educational Rights and Privacy Act (20 U.S.C., 1232 (g));  
Americans With Disabilities Act (42 U.S.C., 12101, *et seq.*);  
Illinois School Code, Sec. 10-21.11, 27-9.1, and 27-9.2 (105 ILCS 5/10-21.11, 5/27-9.1, and 5/27-9.2);  
Illinois Department of Public Health Act, Sec. 6 (20 ILCS 2305/6);  
Illinois Communicable Disease Prevention Act (410 ILCS 315/0.01, *et seq.*);  
Federal Rehabilitation Act of 1973, Section 504; and  
Rules and Regulations for the Control of Communicable Diseases, issued by the Ill. Dept. of Public Health.

Adopted: July 1, 2004

**Administrative Guidelines****Communicable and Chronic Infectious Disease****A. Confidentiality, Notification and Reporting**

1. Except as otherwise provided herein, a teacher or other staff member who knows, or reasonably believes that a student of the District, is or may be suffering from a serious infectious illness (i.e., Rubella, Cytomegalovirus, Hepatitis Type B, Herpes Simplex virus, illness due to infection with HIV (AIDS) virus), will immediately notify the school nurse of the name of the student and the basis for that belief.
2. If the principal of the school in which the student is enrolled is notified by the Illinois Department of Public Health or a local health department or any other person or entity that a student has been diagnosed as having AIDS or ARC, or has been shown to have been exposed to the HIV virus or any other identified causative agent of AIDS, the principal will immediately disclose the identity of the student to the Superintendent and school nurse at that school. Also, the principal may, as necessary, disclose the identity of an infected student to the classroom teachers in whose classes the student is enrolled and the persons responsible for deciding the placement or educational program of the student. In addition, the principal may, as directed by the Superintendent, inform other persons who need to know, including the President of the Board, that an infected student is enrolled at that school, so long as the student's identity is not revealed.
3. If the school nurse is advised or otherwise becomes aware that a student is or may be infected with a communicable or chronic infectious disease covered by Board Policy 5213, the school nurse will immediately inform the Superintendent.
4. The Superintendent will report the existence of any communicable or chronic infectious disease to the Illinois Department of Public Health, or other appropriate entity, as required by law.
5. The transmission of information under paragraphs 1 through 4 above will be made in strict confidence. No person having information concerning the existence of a communicable or chronic infectious disease in any student will disclose such information, except in accordance with these regulations and Board Policy 5213, or as otherwise approved by the Superintendent.
6. In appropriate circumstances, the Superintendent will convene the Communicable and Chronic Infectious Disease Review Team within three (3) calendar days to evaluate the affected student.
7. The Team will meet at such dates, times and places as may be appropriate and will, within 10 days of its initial meeting or as soon thereafter as may be practical, submit a

confidential report of the student's physical condition to the Superintendent and the Board, with its recommendation concerning the type of educational program that may be appropriate for the student. The Team also will determine the frequency (no less than once each school year) with which it will reevaluate the student with respect to his/her health and educational program.

8. If the Superintendent determines at any point that the health and safety of the student or others would be endangered by the student's continued presence in his/her current educational program, the Superintendent may, subject to Board Policy 5213, direct a temporary exclusion or an interim alternative placement pending the completion of the review procedures. During such exclusion, the student will receive homebound or other appropriate instruction.
9. As soon as reasonably possible after receiving the Team's report, the Superintendent will consider the report and recommendation of the multi-disciplinary team and all other information that it considers relevant, and determine, subject to review by the Board (if requested), what type of educational program and activities are appropriate for the student. Among the factors to be considered in making that determination are the behavior, neurologic development and physical condition of the student, the characteristics of the particular disease involved, and the expected type of interaction with others in that setting.
10. For neurologically disabled students who lack control of their body secretions or who display behavior such as biting, and students who have uncoverable lesions, a more restricted environment may be considered to minimize the exposure of other students or staff to blood or body fluids or other increased risk of infection.
11. If it is determined that a change in the student's current educational placement is warranted, a case study evaluation of the student will be commenced and an individualized education program developed in accordance with the Illinois School Code and the Rules and Regulations of the Illinois State Board of Education. Participation in the case study evaluation will be determined on a "need to know" basis.
12. The Board and the Superintendent will decide if public comment concerning the existence of a chronic or communicable disease or infection in a student is appropriate. However, no personally identifying information concerning that student will be disclosed, without the parent or guardian's consent.
13. In appropriate circumstances, outside consultants may be called upon to educate and inform the Board, the District staff, and/or members of the public concerning the particular disease or illness and its legal implications, or to promote public knowledge and awareness of a chronic communicable or contagious disease.

**B. Procedures for clean-up**

District personnel responsible for cleaning up body fluid spills (i.e., blood, feces, urine, semen, vaginal secretions, vomitus) will observe the following procedures regardless of the student's infectious disease status:

1. Wear disposable gloves. When disposable gloves are not available or unanticipated contact occurs, hands and other affected areas will be washed with soap and water immediately after contact.
2. Clean and disinfect all soiled hard, washable surfaces immediately, removing soil before applying disinfectant.
  - a. Use paper towels or tissues to wipe up small, soiled areas. After soil is removed, use clean paper towels and soap and water to clean area.
  - b. Disinfect area with a dilution of 1:10 household bleach solution or another disinfectant (rubbing alcohol, Lysol, etc.).
  - c. Apply sanitary absorbent agent for larger soiled areas. After soil is absorbed, vacuum or sweep up all material.
  - d. Disinfect area with a clean mop.
3. Clean and disinfect soiled rugs and carpets immediately.
  - a. Apply sanitary absorbent agent, let dry and vacuum.
  - b. Apply rug shampoo (a germicidal detergent) with a brush and revacuum.
4. Clean equipment and dispose of all disposable materials.
  - a. Soiled tissue and flushable waste can be flushed in toilet. Discard paper towels, vacuum bag or sweepings in a waste receptacle lined with a plastic bag.
  - b. Rinse broom and dust pan in disinfectant solution.
  - c. Soak mop in disinfectant solution and rinse thoroughly or wash in hot-water cycle after soaking in disinfectant.
  - d. Disinfectant solution will be promptly disposed of down a drain.
5. Clothing and other nondisposable items (e.g., sheets, towels) soaked with body fluids

will be rinsed and placed in a plastic bag to be sent home or laundered.

6. Remove disposable gloves and discard in waste receptacle.

7. Wash hands.
8. Plastic bags holding contaminated waste will be secured and disposed of daily.
9. Large waste containers (dumpsters or other containers that are impervious to animals) containing potentially contaminated waste will be kept in a safe area, away from the playground or other areas used by students.
10. Cleaning personnel will avoid exposure of open skin lesions or mucous membranes to the blood or body fluids.
11. All clean-up procedures will thoroughly documented by cleaning personnel.

Adopted: July 1, 2004



## **Students**

### **Safety**

The safety of students will be assured through the close supervision of students in all school buildings and grounds through special attention to the following:

1. Maintaining a safe school environment (safety experts will be called in periodically to inspect the physical condition of all buildings and grounds).
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards.
3. Offering safety education to students as germane to particular subjects, such as laboratory courses in science, health and physical education.
4. Providing, through the services of the school staff, first aid care for students in case of accident or sudden illness.

In addition to the above safety measures, school personnel will be constantly on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. All visitors will sign in at the School Office and be issued a visitor's badge. The principal will notify the police if the circumstances seem to warrant it.

Teachers will instruct students not to accept gifts or automobile rides from strangers, and tell the teachers, their parents/guardians, police, or school patrols about any suspicious strangers.

The District's responsibility for supervising students does not extend to places or times when they are traveling to or from school, nor while they are in the school buildings engaged in activities sponsored by agencies other than the District.

Adopted: July 1, 2004

**Students****Athletic Insurance**

- A. The purpose of this policy is to provide a reasonable amount of protection against the possibility of financial loss as a result of injuries sustained through participation in inter-scholastic athletic competition by students in School District No. 131, in accordance with the provisions of the Laws of Illinois.
- B. For those students who engage in inter-scholastic athletic programs, as evidenced by the completion of the required preliminary health examination, the drawing of equipment, and the reporting to practice sessions, the additional athletic premium, if any, required for coverage under the student insurance master policy will be paid by the School District. All pupils participating in any inter-scholastic athletic program at the junior and senior high school levels shall be required to purchase student accident insurance. Participants in junior and senior high school football are then automatically covered for football activities.
- C. No other payments will be made by the school district for any expenses pertaining to injuries sustained in inter-scholastic athletic competition by any student enrolled in this school system. The School District reserves the right to select a doctor under emergency conditions, without assuming liability or responsibility for payment of the expenses incurred.
- D. For those students who engage in any or all inter-scholastic athletics other than football, the requirement to purchase school insurance may be waived by the parents by signing a statement indicating that they have personal insurance to adequately cover any injury to their child and releasing School District 131 of any and all financial obligations due to inter-scholastic athletic injury.

Adopted: July 1, 2004

**Students****Motor Vehicles**

High school students possessing a valid driver's license and having the written authorization of their parent(s)/guardian(s) may apply for permission to drive to school and park their car in District-provided parking lots subject to space availability. Parking in a District lot is a privilege that may be revoked if the students do not abide by school regulations and policies.

Participants who drive or ride with a student or other driver to extracurricular activities must have written permission from their parent/guardian and the coach and/or sponsor of the activity. Students who drive to extracurricular activities do so at their own risk. District 131 assumes no liability or responsibility for accidents or injuries to students or others resulting from such unauthorized travel.

Adopted: July 1, 2004

## **Students**

### **Bicycle Use**

It is the responsibility of parent(s)/guardian(s) to determine whether a student can ride his/her bicycle, or other small-wheeled non-motorized modes of transport, such as scooters and rollerblades, to school. Building principals may set guidelines relative to who may ride their bicycles, or use those other modes of transport, to get to school. It is also the responsibility of the student's parent(s)/guardian(s) to provide for the safety and protection of that student to and from school on his/her bicycle or when using those other modes of transport.

Students who ride bicycles to school, or who use those other modes of transport to get to school, must observe safety rules and procedures for such use. Bicycles, or other modes of transport, which are brought to school must be stored in the bicycle racks or other appropriate areas provided by the District, and must be properly secured and locked.

Bicycle riding, or using those other modes of transport, on the school playgrounds is prohibited. Those students who do not exhibit cycling courtesy or who do not follow District safety rules will be prohibited by the building principal from riding their bicycle or using those other modes of transport, to get to school. A letter will be sent from the building principal to the student's parent(s)/guardian(s) explaining the reasons for denying this privilege to the student.

Adopted: July 1, 2004

**Students**

**Student Lunch Regulations**

- A. The District maintains lunch facilities in the elementary system. Pupils may choose to bring a sack lunch from home.
- B. Lunch room privileges may be revoked by the building principal if a pupil's conduct so warrants.
- C. Aurora East School District 131 has agreed to participate in the National School Lunch Program; and/or to receive commodities donated by the United States Department of Agriculture and accepts responsibility for providing in the schools under its jurisdiction free meals and/or reduced price meals.

Adopted: July 1, 2004

**Students****Free Lunch/Milk Program**

District 131 participates in the State-sponsored free lunch program and the federally sponsored milk program. Information regarding these programs will be distributed to each student at the beginning of the school year.

Completed applications for student(s) whose parent(s)/guardian(s) request participation in these programs will be forwarded to the Assistant Superintendent for Business, who will evaluate all applications using the current State/federal guidelines.

The Assistant Superintendent for Business will determine the student's eligibility and notify the parent(s).

Adopted: July 1, 2004

**Students**

**Lunch Period Supervisors**

The District will provide supervision for students who remain at school during the lunch period.

The Superintendent will recommend to the Board of Education, for its approval, the number of supervisors needed at each school and the rate of pay for these supervisors.

Adopted: July 1, 2004

**Students****Textbook Rental and Instructional Materials Fee**

The Board of Education has identified certain fees for textbooks, materials, supplies, equipment and for participation in extra-curricular activities. These fees are required to be paid at the time the student is registered for school. Fees will be waived for eligible students. Parents/guardians will be advised of this policy and criteria to determine a student's eligibility for a waiver.

To further the financial integrity of the district, to foster responsible citizenship in students, and to be fair to those parents/guardians who pay required fees and expenses, the Board of Education deems it necessary that every appropriate action be taken to insure all financial obligations have been met.

In conjunction with the imposition, collection and/or annual waiver of student book fees, it is the intention of the Board of Education to comply with the provisions in The Illinois School Code and regulations promulgated thereunder.

Due to the additional financial obligations for the operation of various extra-curricular-activities, the Board of Education will also implement a fee for students participating in these extra-curricular activities.

Administrative procedures will be developed to facilitate compliance.

LEGAL REF.: Illinois School Code, Sec. 10-22.25 (105 ILCS 5/10-22.25).

CROSS REF.: 410.18 and 720.27

Adopted: July 1, 2004



**Students****Application, Collection and Waiver of Fees****I. DEFINITIONS****A. Book/Instructional Material Fee**

Any monetary charges collected by the District from a student, parent/guardian as a prerequisite for the student's participation in any curricular program. Fees include but are not limited to, fees for rental of books, instructional supplies, and laboratory materials used in the instructional program.

**B. User's Fees**

Any monetary charges collected by the District from a student, parent/guardian as a prerequisite for the student's participation in any extra-curricular activity (Activities before or after school hours, not required for academic credit).

**C. Waiver**

Waiver of student book and instructional material fee.

**II. ELIGIBILITY FOR WAIVER**

Students currently receiving aid under the Illinois Public Aid Law are eligible for waiver of book/instructional material fees and user's fees. Students are also eligible for the waiver of these fees if they qualify for free lunch or free breakfast program.

**III. APPLICATION FOR WAIVERS****A Submission/Appeal of Denial**

Applications for waivers of student fees must be submitted to the principal of the school attended by the student. The principal shall review each application received and shall within 30 days of receipt of the application notify the parent(s)/guardian(s) as to whether the request is granted or denied. If the application is denied, the parents/guardians may appeal the decision by filing notice of an appeal with the Assistant Superintendent for Business within ten days after notice of denial. The decision of the Assistant Superintendent for Business is final.

B. Forms

Applications for Waiver of Student Fees shall be submitted on Form No. 1 attached ("Application for Waiver of Student Fees").

C. Notice to Parents/Guardians

At the beginning of the school year, parents/guardians shall be notified of the opportunity to apply for waiver of student fees on Form No. 2 attached. Each application and notice shall advise parents/guardians that providing false information to obtain waivers of fees is a felony under the statutes of Illinois, and may be reported to the office of the State's Attorney.

D. Confidentiality

All information received in conjunction with applications for waivers will be treated confidentially and used only for the purposes for which intended.

**IV. ADMINISTRATIVE GUIDELINES FOR THE COLLECTION OF STUDENT FEES**

To uphold the financial integrity of the district, to foster responsible citizenship in students, and to be fair to those parents who pay the required fees, it is necessary that every effort be made to ensure that all financial obligations have been met.

If parents/guardians have been granted a student fee waiver, the guidelines mentioned below do not apply.

The following procedures will be implemented for the collection of student fees:

- A. Deferred payment of student book/instructional material fees option. This plan is for those parents/guardians who cannot pay the full costs at the time of registration. Parents will be made aware of this option and provided opportunities to discuss eligibility with their school principal. A suggested plan of 50 percent of owed fees is to be paid up front with the following payment increments spread over the remainder of the first semester, as a guide. **User's fees are not eligible for payment under this plan.**

A Deferred payment schedule will not extend beyond the school term for which the fee is designated. Form No. 3 will be completed at the time of registration.

B. By September 30th, school principals will review payment records and contact parents who:

- 1) Have not paid the requisite fees;
- 2) Have not applied for or been granted a waiver; and
- 3) Are not making payments pursuant to an approved Deferred Payment Plan.

This contact will be made using letter #1

C. By October 30th, the school principal will contact those parents/guardians who meet the conditions specified above. Letter #2 will be sent.

D. By November 30th, information will be requested by the business office in regard to the handling of delinquent fees. All following actions and collection efforts will be handled by the business office.

E. The Assistant Superintendent for Business will submit a list of uncollected fees to the Board of Education's attorney for action, prior to being submitted to a collection agency.

**V. ADMINISTRATIVE GUIDELINES FOR THE IMPLEMENTATION OF USER'S FEES**

At both the middle school and high school levels there will be a \$60 cap per athlete per school year. This recognizes the potential financial burden faced by multi-sport athletes. There will be a \$10.00 club participation fee assessed per club.

Deferred Payment Plan Option will not be available for payment of user's fees.

The student fee must be paid in full, or a deferred payment- plan approved, or waiver of student fees granted prior to any student participating in an extra-curricular activity.

Participants failing to pay the user's fees will not be allowed to participate in matches, games, meets, club activities, etc., until payment in full is received. Athletes will be allowed to practice but not compete in game situations.

There will be absolutely no refunds granted once the first game or activity commences. Refunds in full prior to the first game will be granted only for medical reasons or circumstances where an athlete is cut from the team for non-disciplinary reasons.

Team managers, statisticians, team helpers will be exempt from user's fees.

Collection of user's fees will be the responsibility of the Athletic Department and school office as determined at each school.

A breech in a deferred payment plan will render that student ineligible from further participation until such matters are corrected.

LEGAL REF: Illinois School Code, Sec. 10-20.13 and 10-22.25 (105 ILCS 5/10-20.13 and 5/10-22.25); 23 Ill.Admin.Code §1.245.

CROSS REF.: 410.18

Adopted: July 1, 2004

## **Students**

### **Student Health and Wellness**

The Board of Education of East Aurora School District 131 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle, and that recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The District 131 school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and to promote health and wellness, good nutrition and regular physical activity. District 131 staff are encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code. This policy includes: 1) goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness; 2) nutrition guidelines for all foods available during the school day; 3) an assurance that guidelines for reimbursable school meals shall be no less restrictive than the applicable regulations and guidelines applicable to schools; 4) a plan for measuring implementation which includes the designation of one or more persons charged with operational responsibility for ensuring that each school meets the requirements of this policy; and 5) provisions for involving parents, students, school food service providers, the school board, school administrators, and the public in its development.

#### **I. GOALS FOR NUTRITION EDUCATION, PHYSICAL ACTIVITY AND OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS**

##### **A. Goals For Nutrition Education**

- Students in all grade levels shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The program shall be interactive, designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors, and aimed at influencing students' knowledge, attitudes and eating habits.

- Special emphasis shall be placed on nutrition education in preschool through primary grades as eating habits are established at a young age. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- Nutrition education shall be offered in the school dining areas as well as the classrooms.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans of school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.
- To achieve positive changes in students' eating behaviors, District 131 will attempt to provide at least fifty contact hours of nutrition education opportunities to students each year. Contact hours may include a combination of classroom instruction; nutrition education provided in the cafeteria; or health fairs, field trips and assemblies providing nutrition education.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips and school gardens.
- Staff members who provide nutrition education shall have appropriate training.

B. Goals For Physical Activity

- Students in all grade levels shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness; emphasizes self-management skills including energy balance (calories in minus calories out); is consistent with applicable standards and guidelines; and is coordinated within a comprehensive health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- District 131 will attempt to provide a minimum of 150 minutes of physical education for elementary students per week, and 255 minutes of physical education for middle and high school students per week (National Association for Sport & Physical Education recommendations).
- Special emphasis shall be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age. Appropriate accommodations shall be made for students with disabilities, 504 plans, and other limitations.
- District 131 shall provide a daily, supervised recess period for all elementary students.

- Students shall be provided opportunities for physical activity through a range of before-school and after-school programs including intramurals, interscholastic athletics, and physical activity clubs.
- Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

C. Goals For Other School-Based Activities

*Parent Partnerships*

- Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle and high school.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their students' lives. This information may be provided in the form of handouts, postings on the school or District website, information provided in school or District newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.
- District 131 encourages parents, teachers, school administrators, students, food service providers, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.

*Consistent School Activities and Environment – Healthy Eating*

- It is recommended that food service providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat, in accordance with State and federal standards and guidelines.
- Drinking fountains shall be available in all schools, so that students can get water at all meals and throughout the school day.

- All food service personnel shall have adequate pre-service training and shall regularly participate in professional development activities that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies that include coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Food service providers shall involve families, students and other school personnel as appropriate in choosing nutritious food and beverage selections for the District schools through surveys, committees, taste-testing and similar activities designed to provide input into the decision-making process.
- Food service providers shall work with suppliers to obtain foods and beverages that meet the nutrition requirements of school meals and nutrition standards for those sold individually.
- Food providers shall work closely with school instructional staff to reinforce nutrition instruction and to foster an environment where students can learn about and practice healthy eating.
- Food providers shall take every measure to ensure that student access to foods and beverages on school campuses meets federal, State and local laws, regulations and guidelines.
- Students, parents, school staff and community members bringing foods and beverages to school for parties, celebrations, and meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options (Attachment B).
- School-based organizations shall be encouraged to raise funds through the sale of items other than food (Attachment C).
- To reduce competition with nutritionally balanced school meals and enhance student safety, students shall be encouraged not to leave school grounds to purchase foods or beverages.
- Partnerships between schools and businesses are encouraged. To meet wellness objectives, commercial advertising relationships shall be encouraged to involve only foods and beverages that meet nutrition standards (Attachment A).
- District 131 shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.
- Nutrition education shall be provided by staff with adequate pre-service and in-service training. All staff members involved in nutrition education shall be encouraged to complete a pre-service course in nutrition and a minimum of one hour of nutrition education in-service training per school year.



- Preparation and professional development shall provide basic knowledge of nutrition along with activities, instructional techniques and strategies designed to change students' attitudes and behavior.
- All foods and beverages made available in District 131 shall comply with the federal, State and local food safety and sanitation regulations.
- For the safety and security of food, access to any area involved in the storage, preparation or service of food in District 131 shall be restricted to authorized personnel.

*Consistent School Activities and Environment –Physical Activity*

- Physical education shall be provided by trained staff members that are certified by the State to teach physical education. All physical education teachers shall regularly participate in continuing education activities that impart the knowledge and skills needed to effectively promote enjoyable lifelong healthy eating and physical activity among students.
- Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
- The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.
- Schools shall endeavor to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, an effort should be made to give students periodic breaks during which they are encouraged to stand and be moderately active.
- Schools are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students with opportunities to be active.
- Schools are encouraged to provide student and community access to and promote use of the school's physical activity facilities outside of the normal school day.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school.

*Food or Physical Activity as a Reward or Punishment*

- School personnel shall be encouraged to use nonfood incentives or rewards with students (Attachment D) and shall not withhold food from students as punishment.
- School personnel shall not use physical activity as a punishment or withhold participation in recess or physical education class as a punishment.

**II. NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE DURING THE SCHOOL DAY**

- Food service providers shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).
- All foods and beverages sold individually (apart from the reimbursable school meal) in District 131 during the school day shall meet nutrition standards (Attachment A). This includes:
  - a la carte offerings in the food service program;
  - food and beverage choices in vending machines, snack bars, school stores; and
  - foods and beverages sold as part of school-sponsored fundraising activities.
- Nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.

**III. GUIDELINES FOR REIMBURSABLE SCHOOL MEALS SHALL BE NO LESS RESTRICTIVE THAN THE APPLICABLE REGULATIONS AND GUIDELINES APPLICABLE TO SCHOOLS**

- School meals served in District 131 shall be consistent with the recommendations of the Dietary Guidelines for Americans and shall meet, at a minimum, the nutrition requirements, regulations and guidelines issued by the U.S. Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f)(1), 1766(a)), as they apply to schools, and all other applicable federal, State and local laws, regulations and guidelines.

**IV. MEASURING IMPLEMENTATION**

- The Superintendent (or designee) shall be charged with the operational responsibility for ensuring that each school in District 131 meets the requirements of this policy.

**V. POLICY DEVELOPMENT**

- The Superintendent (or designee) shall appoint a District 131 wellness team that includes parents, students, representatives of the school food service provider, the Board of Education, school administrators, and the public to oversee the development, implementation and evaluation of this Student Health and Wellness policy. In addition, it is recommended that the Superintendent (or designee) also appoint teachers (including preschool – grade 12, family and consumer science, physical education and health educators) and health professionals (school nurse, physician, dietitian, etc.) as members of the team.
- The terms of District 131 wellness team members shall be staggered for continuity.
- The District wellness team shall be responsible for:
  - creating and maintaining bylaws for operation;
  - assessment of the current school environment;
  - development of this Student Health and Wellness policy;
  - presenting this Student Health and Wellness policy to the Board of Education for approval;
  - measuring the implementation of this Student Health and Wellness policy; and
  - recommending revision of this Student Health and Wellness, as necessary.
- The principal of each school shall be responsible for implementation of this Student Health and Wellness policy in his/her school and shall appoint a school-based evaluation team to develop and implement an annual evaluation plan.
- The school-based evaluation team shall evaluate the implementation of this policy and shall identify areas for improvement. The evaluation team shall report their findings to the school principal and assist him/her in developing a plan of action for improvement, as needed.

- The wellness team shall receive reports from each school annually.
- Before the end of each school year the wellness team shall recommend to the Superintendent (or designee) any revisions to this policy that it deems necessary.
- The wellness team shall report to the Superintendent (or designee) and the Board of Education annually on the progress of the wellness team and the status of compliance by the schools.

LEGAL REF.:           Child Nutrition and WIC Reauthorization Act of 2004 [Public Law 108-265, Sec. 204];  
Public Act 094-0199;  
Minimum School Meals Requirements – section 9(f)(l), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(l), 1766(a)0);  
Minimum School Meals Requirements - subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779);  
Illinois School Code - Section 27-6 [105 ILCS 5/27-6];  
Illinois Critical Health Problems and Comprehensive Health Education Act [105 ILCS 110];  
Rules for Comprehensive Health Education – (23 Ill. Adm. Code 253);  
Illinois School Food Service – Ill. Adm. Code Section 305; and  
Illinois Learning Standards, Illinois State Board of Education, 1997.

Adopted:     June 19, 2006

**Students**

**Pregnant and/or Married Students**

The District will encourage married or pregnant students to complete their high-school education.

Adopted: July 1, 2004

**Students****Notice to Parents Regarding Sex Offender Information**

During school registration or parent-teacher conferences each year, the Principal of each school in the District will notify the parents/guardians of students attending the school that information regarding registered sex offenders (including identification, address and offense information) is available to the public via the Statewide Sex Offender Database (at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)), or through the Illinois Department of State Police and local law enforcement offices.

LEGAL REF.:           Section 120 of the Illinois Sex Offender Community Notification Law,  
730 ILCS 152/120

Adopted:               December 4, 2006

## **Students**

### **Grading and Reporting to Parents/Guardians**

The Board of Education believes that it is the District's obligation to give private, periodic reports of student progress and directs the Superintendent to guide and monitor a reporting system.

Each child's academic progress as an individual will be evaluated on the basis of his or her achievements related to District-developed and Board-approved curriculum expectations. Also, group work is supported and encouraged to the extent that each student's academic progress is fairly evaluated in the process.

The following criteria will be observed:

1. Parents/guardians will be informed regularly.
2. The use of marks and symbols will be appropriately explained.
3. The District will strive for consistency in grading and reporting.
4. Grading will not be used for disciplinary purposes.
5. Grading will be based on improvement, achievement, the capability of the student, and the professional judgment of the teacher.

Parents/guardians will be notified when a student's performance requires special attention.

LEGAL REF.: Illinois School Code, Sec. 2-3.64, 10-20.9a, 10-21.8, and 27-27(105  
ILCS 5/2-3.64, 5/10-20 9a, 5/10-21.8, and 5/27-27);  
23 Ill.Admin.Code §1.440

CROSS REF.: 655, 655.02, 655.03, 655.03-R, 655.04, 655.06

Adopted: July 1, 2004

## **Students**

### **Placement, Retention and Promotion**

Placement, promotion, or retention decisions will be made in the best interests of District 131 students after a careful evaluation of each student's performance. Consideration will be given to the effects of the placement decision on the student's long-term progress in the educational program. No student will be promoted to the next higher grade level based upon age or any other social reason unrelated to the student's academic performance. Decisions to promote or retain a student in any class will be based on successful completion of the curriculum, attendance, performance on standardized tests, and/or other criteria subsequently established by the Board of Education.

If a student fails to meet the requirements for promotion, the school principal, following the guidelines of the Superintendent or his/her designee, will provide the student with remedial assistance that may include, but is not limited to, the following:

- Retention in grade
- Placement in an alternative program designed to remediate deficit areas of achievement
- Summer school
- A Summer Bridges program of at least 90 hours
- Extended day or Saturday school
- Other educational arrangements that will provide instruction to remediate performance deficiencies

A student will not advance to the next grade level or receive the classification of a grade level unless he/she demonstrates attainment of the requirements.

The school principal will use the expertise of other professional personnel as appropriate and will include the parents in conferencing about the status of the student's achievement. For a student with an Individual Education Plan (IEP) or a Section 504 plan, that plan will determine the standards by which the student will be evaluated regarding placement, promotion and/or retention.

For both retention and graduation, a student whose performance demonstrates that he/she does not or may not meet the academic requirements, will be identified that quarter. Parents of such students will be notified as soon as possible after each quarter that the student may not meet graduation or promotion requirements and that there is a potential for needing placement alternatives. Final notification will occur no later than the last Tuesday in May.



A student who fails to satisfy the academic requirements for a middle-school or high-school diploma will not be permitted to participate in the graduation ceremony or related graduation activities. A student who fails or is projected to fail to meet the academic requirements for graduation will be notified of his/her status no later than the last Tuesday in May.

For students in grade 6,7, or 8:

1. Students in grade 6, 7 or 8 will not be promoted to the next grade level under any of the following circumstances:
  - a. If the student has failed more than one class; or
  - b. If the student has failed Language Arts Lab/Reading (beginning with the 2007-2008 school year); or
  - c. If the student has failed math (beginning with the 2008-2009 school year).
2. Beginning with the 2006-2007 school year, in order to achieve a passing grade in a class, students must possess an average of 60% or more at the end of the class. For purposes of Paragraph 1(a), above, all classes count.

#### Participation by Disabled Students in High School Graduation Ceremony

For purposes of this section only, the term “eligible student” means a child with a disability, as defined in *School Code* Section 14-1.02, who:

1. Will have completed four years of high school at the end of a school year; and
2. Has an individualized education program (“IEP”) which prescribes special education, transition planning, transition services or related services beyond the student’s four years of high school.

Upon completion of four years of high school, each eligible student (as defined above) will be allowed to participate in the graduation ceremony of the student’s high school graduating class. At that time, each participating eligible student will receive a certificate of completion stating that the student has completed four years of high school.

At least thirty (30) days prior to the graduation ceremony, eligible students and parents/guardians of eligible students will be given written notice of the opportunity to participate in the graduation ceremony and to receive a certificate of completion, and the procedures relating thereto. Said notice will be distributed to each eligible student, and will be sent to the parent/guardian of each eligible student via U.S. mail (directed to the parent's/guardian's last known address) or other reliable means.

LEGAL REF.: Illinois School Code, Sec. 2-3.64, 10-20.9a, 10-21.8, 14-16, and 27-27 (105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, 5/14-16, and 5/27-27).  
Brittany's Law, P.A. 93-1079, 105 ILCS 5/14-16.

CROSS REF: 655.06

Adopted: March 21, 2005

Revised: November 20, 2006

Revised: August 20, 2007

### Administrative Procedures

#### Placement, Retention and Promotion

##### For students in grade 6, 7, or 8:

##### Considerations for Retention/Promotion

The principal and staff will make a recommendation in writing, notifying parents by the mid-term of the final quarter of the possibility of retention or alternative program placement. This recommendation will be made in the best interests of the student, based on the following:

1. Parental contact in the form of personal contact to include a phone or face-to-face conference and written notification during the school term, on a quarterly basis, during which the teacher indicates his/her concerns with the progress of the student.
2. Consultation with the problem-solving team.
3. Student performance including, but not limited to: standardized test scores, summative testing results, class performance, social readiness, etc.
4. Individual Education Plan (IEP) or 504 Plan, when applicable.

The final decision on the retention or alternative placement of a student rests with the school principal.

#### Participation in Promotion/Graduation Ceremonies and Activities

Middle-School students must meet the promotion requirements to be eligible to participate in ceremony and promotion related activities.

High-school students must obtain the following credits to be eligible for graduation and participation in the graduation ceremony and related graduation activities:

<u>Subject</u>	<u>Credits</u>
Mathematics	3.00
Science	2.00
Social Studies	2.50
English*	4.00
Physical Education*	3.00
Health	0.50
Vocational Education, Foreign Language, Art or Music**	1.00
Drivers Education	0.50
<u>Consumer Economics</u>	<u>0.50</u>
<b>Basic Requirements</b>	<b>17.00</b>
Community Service	0.50
Electives	5.00
<b>Total</b>	<b>22.5</b>

\*To meet the Physical Education/Health and English requirements, a student must be registered in Physical Education/Health and English for each semester of attendance.

\*\*The Vocational Education requirement may be met by earning credit in any of the following departments: Business, Home Economics, or Applied Technology.

The final decision on meeting graduation requirements and participation in graduation ceremonies rests with the school principal.

Adopted: June 3, 2013

## **Students**

### **Homework and the Educational Process**

It is the practice of District 131 to encourage the participation of parents in the education of their children. However, the responsibility for developing an appreciation of the value of education and insuring that educational progress is made is a joint responsibility of the child, the child's parent(s) and the educators of the District. Satisfying this joint responsibility involves two fundamental policies:

First, the District and its teaching staff will maintain classroom programs of the highest quality that practical fiscal considerations will allow. Second, homework will be assigned at the professional discretion of the teacher.

The nature of the homework assigned in District 131 is described below:

- 👍 Homework will grow out of class work experience and will expand and enrich that class work. Applications of such learning experiences -- outside the classroom -- are particularly valuable.
- 👍 As student initiative and responsibility increases, voluntary assignments and an adjustment of assignments based on student suggestions are encouraged.
- 👍 Variety in homework assignments not only provides more student interest, but enhances motivation.
- 👍 Some homework is enhanced by parent involvement and some is not. In both cases, however, teachers will inform parents of the appropriate involvement, in writing.
- 👍 District 131 has standards for written communication at each grade level and those standards are applied by the entire staff. Parents are encouraged to learn and support these standards, because sub-standard homework is unacceptable at all grade levels.
- 👍 Small group activities initiated at school can generate some of the most productive and highly motivated homework.
- 👍 The time spent on and the frequency of homework will vary according to each student's abilities, grade level and the subject matter. However, the long-term goal of District 131's staff and Administration is to establish reasonably consistent homework applications at all schools and across all grade levels.
- 👍 Parents of students of all grade levels are responsible for supporting their child's educational achievement by establishing a home environment that is conducive to doing homework. This environment may include specific study times and a location for study with reasonable freedom from such distractions as radio, television, the

other family members. Equally important is monitoring student work habits and showing interest in class work.

- 👉 Parents and students are encouraged to communicate their observations and suggestions on this homework policy to the Administration, staff and the Board.

Homework in District 131 will be assigned within the following broad guidelines:

#### Elementary School (K-5)

Homework at the elementary level begins in an informal fashion but becomes more formal and requires more time and effort as the child progresses through each grade.

Parents are expected to be sufficiently interested in their child's education to commit the time and energy needed to monitor/supervise the child's home study and thereby insure that he/she makes a reasonable effort to complete homework assignments.

#### Middle School and Senior High School (6-12)

Students in the middle schools and senior high schools will develop the capability of meeting educational objectives through independent study and the completion of projects. Initially, the projects will be moderate in duration, but they will be assigned more frequently and increase in complexity as the students progress.

The classroom experiences and homework that are an essential part of any course must be consistent with the purpose of that course. For example, advance placement courses for students who plan to attend college will include assignments and homework consistent with the rigors required for post-high-school education.

Completing homework assignments also is an important part of the curriculum for students who eventually plan to work, serve in the military, or enter a vocational school, because it prepares them to accept and meet their responsibilities.

Adopted: July 1, 2004

## **Students**

### **Assessment**

The Board recognizes the need for District educational accountability and directs the Superintendent and the District's administrative staff to develop procedures to implement assessment and evaluation practices.

The following guidelines will be used in establishing such procedures:

1. Both short- and long-range student achievement goals and skills will be developed each year through a grade-by-grade needs assessment. Standards for minimum levels of student achievement will be established in all areas of the adopted curriculum. These goals and skills will be communicated by the teaching staff to students, parents/guardians, and the community.
2. Each student's achievement level will be assessed in the most appropriate manner.
3. An evaluation of each student's achievement level will be used to determine possible alternative learning programs.
4. An on-going record-keeping system will be used for each student in accordance with the Illinois School Student Records Act. Periodic reports of student achievement will be given to the parents/guardians of each student.
5. Each year a report of the District's educational goals and an assessment of student achievement of those goals will be given to the State Board of Education and the community.

Adopted: July 1, 2004

**Students****Exemption From Consumer Education**

The one-half unit of credit for consumer education presently required for graduation will be waived for those students who pass the Illinois State Board Consumer Education Proficiency Test.

However, students will still be required to obtain the required number of total credits for graduation from high school.

LEGAL REF.: Illinois School Code, Sec. 27-12.1 (105 ILCS 5/27-12.1);

Adopted: July 1, 2004



**Students****Requirements for High School Graduation**

- A. Students in District 131 are expected to spend four years meeting the requirements for high school graduation. The following credits are necessary for graduation from District 131 high school:

**East High School**

To graduate from East High School, a student must successfully earn the following specific course credits:

- 4 Credits of English (Two years of writing intensive courses are required. One year must be an English course and one year may be provided as part of any other approved designated subject areas.)
- 2 Credits of Science
- 3 Credits of Mathematics (must include one year of Algebra and one year of Geometry content).
- 2.5 Credits of Social Studies (1 of American History, 0.5 of American Government, 1 Social Studies Elective).
- 0.5 Credits of Consumer Education
- 3 Credits of Physical Education
- 0.5 Credits of Health Education
- 1 Credit of Art, Music, Foreign Language, or Vocational Electives
- 0.5 Credits of Drivers Education
- 5 Credits of Electives
- 0.5 Credits of Community Service (See Section E)  
PSAE Examination must be taken

Completion of 22.5 credits (including Electives and Community Service)

A completed semester of each course equates to 0.5 credits for that course of study.

In the event of any change in the state high school graduation requirements, the requirements for graduation for District 131 high schools shall not be less than the minimum state requirements.

**B. Diploma Credit**

Credit for successful completion of courses from North Central Accredited Schools will be accepted for graduation. The Board of Education shall not grant high school credit for non-state approved proficiency testing, military experience, life experiences, and other non-formal educational endeavors.

**C. Evening School**

The Board of Education will grant credit for evening high school courses which are offered in the regular program and have been approved by the Board of Education.

**D. Correspondence courses**

The Board of Education will accept correspondence credit towards graduation from North Central Accredited Institutions.

**E. Community Service Requirement**

All East Aurora High School students will be required to complete 40 hours of community service or volunteer work prior to being issued a high school diploma. Forty hours of community service will equate to 0.5 credits. The hours must be completed in accordance with the following requirements:

1. Service may be spread out over the student's entire high school enrollment.
2. Students who transfer in to East Aurora High School must earn 5 hours for each full semester of attendance at East Aurora High School.
3. Students will earn 0.5 elective credits for the 40 hours of community service completed.
4. Students may earn no more than 15 hours in one week when school is in session, or 40 hours when school is not in session.
5. Students may start earning Community Service hours as soon as they are promoted to ninth grade.
6. Students will be responsible for selecting an appropriate service activity and venue, contacting the appropriate agency, preparing and processing the required form(s), completing the service, and returning the verification to their counselor. Students are responsible for arranging their own transportation to and from community service sites.

7. To be counted toward graduation requirements and elective credit, all community service and volunteer activities must comply with the *East Aurora High School Community Service Criteria* developed by the office of the High School Principal.
8. If a student's community service/volunteer hours have been denied by the school, the student may appeal the decision to the student's Assistant Principal. The appeal must be in writing, and a copy of the Log Sheet referencing the hours in question must be attached. The letter must contain a telephone number and address at which the party initiating the appeal can be reached.

Adopted: July 1, 2004

Amended: June 3, 2013

**Students****Student Organizations**

The activities of approved student organizations are regarded as a vital part of the total educational program. The District endorses and encourages the formation of student organizations that sponsor extracurricular activities that constructively supplement the regular instructional program.

The Superintendent will direct the professional staff to establish and maintain criteria and procedures for students in approved activities. Academic requirements for membership in student organizations will be presented to students in writing prior to their acceptance for membership.

Adopted: July 1, 2004

**Students****Participation in Extracurricular Activities**

The Board of Education of District 131 encourages its students to broaden their skills, knowledge and citizenship by participating in school-sponsored clubs, councils, interscholastic and intramural athletics, theatrical productions, and other extracurricular activities. However, participation in school-sponsored and school-supported athletic and extracurricular activities will be subject to the following:

**High School Participation**

In order to be eligible for participation in any school-sponsored or school-supported athletic or extracurricular activity, each student must maintain a passing grade in no less than five (5) courses, as determined on a weekly basis.

Any student who fails to meet this requirement will be suspended from further participation in all school-sponsored and school-supported athletic and extracurricular activities for seven (7) calendar days.

In addition, any student who fails to maintain a passing grade in no less than five (5) courses for a given semester will be prohibited from participating in any school-sponsored or school-supported athletic and extracurricular activities for the following semester.

Participation in school-sponsored or school-supported athletic or extracurricular activities also may be subject to additional eligibility requirements imposed by the Illinois High School Association (IHSA) or other governing bodies.

School-sponsored and school-supported athletic and extracurricular activities include, but are not limited to: 1) all activities sanctioned by the IHSA; 2) cheerleading, pom poms, and drill team; and 3) all events of a competitive nature between two or more schools. The list of included activities will be periodically reviewed and updated by the Administration. Activities that are linked to a student's grade will not be considered to be school-sponsored or school-supported athletic or extracurricular activities. Performances that are not linked to a student's grade will be considered on a semester basis only.

**Middle School Participation**

In order to participate in such school activities, however, each student must maintain a passing grade in all courses in which he/she is currently enrolled.

1. These guidelines apply to all interscholastic contest-related activities.
2. Any student participating in one of these activities must maintain passing grades in all subjects.
3. If a student is deficient (failing in any class), the following will occur:
  - a) For the first deficiency, the subject will be put on probation, and given one week to achieve eligibility.

- b) If the deficiency is not corrected at the conclusion of one week, the student will be allowed to practice, but not participate in any contest during the second week.
  - c) If eligibility is not regained by the end of the second week, the student will not be allowed to practice or participate until eligibility is regained.
- 4. If a student earns a second deficiency mark after having regained eligibility, the above process will be followed less the week of probation.
  - 5. Individual cases of eligibility will be reviewed by the coach/sponsor, assistant principal, teacher(s) and principal or his designee.

### Reporting

A copy of this policy will be filed with the Illinois State Board of Education concurrently upon its adoption. After this policy has been in effect for one year, the Superintendent is directed to file a report with the State Board -- setting forth the number and length of suspensions imposed under this policy during the period covered by the report.

### Practice Sessions

Practice sessions shall not be held for extracurricular activities including, but not limited to athletics, on Sundays, Thanksgiving Day, Christmas Day, New Year's Day, or at other times when school is not in session due to severe weather conditions; provided, however, that practice sessions may be held on Sundays for any athletic team that advances to a post-season level of play of an IHSA sponsored competition. Students who are unable to attend any Sunday or Spring vacation practice session may not be penalized for non-attendance.

LEGAL REF.: Illinois School Code, Sec. 10-20.30 (105 ILCS 5/10-20.30).

Adopted: September 21, 2009

**Students****Athletics**

Student participation in Board-approved interscholastic athletic activities will be contingent upon the following requirements:

1. The student must attain the academic standards set forth in the District's policies, including Policy 730.02.
2. Written permission must be provided by the student's parents/guardians, giving the District full waiver of responsibility for the risks involved.
3. The student must be given a physical examination by a licensed physician, who will submit the examination results to the District along with a written statement assuring that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage, either by a policy purchased through the District's school insurance plan or a parent/guardian statement to the effect that the student is covered under a family insurance plan.

Full compliance with all these requirements is necessary before a student may engage in a school athletic activity.

CROSS REF.: 730.02

Adopted: July 1, 2004

**Policy on Student Athletes Concussions and Head Injuries**

In order to protect student athletes from the serious health risks associated with head injuries and concussions, the Illinois legislature has mandated that each school board adopt a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies and bylaws of the Illinois High School Association. The legislature has further mandated that information on the school board's concussion and head injury policy must be part of any agreement, contract, code or other written instrument that a school district requires a student athlete and his or her parents or guardians to sign before participating in practice or in a scholastic competition.

The Illinois High School Association has adopted rules, and has formulated policies, concerning head injuries, and is a member of the National Federation of State High School Associations, which has implemented rules regarding head injuries sustained by participants in interscholastic competition and regarding the conditions under which a student athlete who has suffered a head injury or exhibits signs of a concussion may return to play or practice.

Based upon a review of the information currently available from the Illinois High School Association ("IHSA") and the National Federation of State High School Associations ("NFHS"), and based upon fact sheets prepared by the Department of Health and Human Services Centers for Disease Control and Prevention, the following is hereby declared to be the policy of the District, which shall be implemented in all interscholastic and interschool competition:

1. A concussion is defined as a brain injury caused by a bump, blow or jolt to the head. Concussions can range from mild to severe, and can disrupt the way the brain normally works. Even a slight blow or a bump on the head can lead to serious consequences.

2. According to the Department of Health and Human Services Centers for Disease Control and Prevention, and according to information disseminated by the NFHS, the signs and symptoms of a concussion are as follows:

<b>Signs Observed by Parents or Guardians</b>	<b>Signs Observed by Teammates or Parents</b>
<p>The player:</p> <ul style="list-style-type: none"><li>• Appears to be dazed or stunned</li><li>• Is confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily</li><li>• Answers questions slowly</li><li>• Loses consciousness</li><li>• Shows behavior or personality changes</li><li>• Can't recall events prior to hit</li><li>• Can't recall events after hit</li></ul>	<p>The player has:</p> <ul style="list-style-type: none"><li>• Headache</li><li>• Nausea</li><li>• Balance problems or dizziness</li><li>• Double or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feelings of sluggishness</li><li>• Feelings of fogginess or grogginess</li><li>• Concentration or memory problems</li><li>• Confusion</li></ul>



3. All concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly. Most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up immediately following the injury or can take hours to manifest themselves. Any coach, assistant coach, manager or other person charged with the supervision of any athletic competition, event, practice or class who sees signs or to whom a player reports symptoms of concussion, must take immediate action to seek medical attention for the affected student.

4. Any student suffering a blow to the head who exhibits signs or reports symptoms of concussion shall not be permitted to return to the game or activity in which the head injury occurred unless first authorized to do so by a physician licensed to practice medicine in the State of Illinois in all of its branches or a certified athletic trainer working in conjunction with a licensed physician.

5. In cases where an athlete is not cleared to return to play the same day as he has been removed from a contest following a possible head injury (i.e. concussion), the athlete shall not be permitted to play or practice until the athlete has been evaluated by and receives written clearance from a licensed physician or a certified athletic trainer working in conjunction with a licensed physician to return to play.

6. No student athlete shall be permitted to play in or practice for interscholastic or interschool athletic competition until that student has been provided with copies of the two-part flyer prepared by the Department of Health and Human Services Centers for Disease Control and Prevention encaptioned *Heads Up: Concussion in High School Sports – Fact Sheet for Parents* and *Fact Sheet for Athletes* (a copy of which is attached hereto as 730.03.1-E1), and the pamphlet prepared and published by the National Federation of State High School Associations entitled *Concussion in Sports: What You Need to Know* (a copy of which is attached hereto as 730.03.1-E2).

7. No student shall be permitted to participate in or practice for any interscholastic or any school athletic competition until the student and his parents or guardians sign a form acknowledging that they have been provided with copies of, and have read, the publications referred to herein. The acknowledgement form shall be substantially in the form set forth in 730.03.1-E3 attached hereto.

8. All coaches are required to read all information referred to in this policy and to read any further information on head injuries provided by the Illinois High School Association, and to view any and all video presentations made available by the Illinois High School Association on the subject of concussions.

LEGAL REF.: Illinois School Code, Sec. 34-18.45 [105 ILCS 5/34-18.45]

Adopted: July 1, 2004

# HEADS\*UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a "ding" or a bump on the head can be serious.

### What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your teen reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness</li> <li>• Shows behavior or personality changes</li> <li>• Can't recall events prior to hit</li> <li>• Can't recall events after hit</li> </ul>	<ul style="list-style-type: none"> <li>• Headache</li> <li>• Nausea</li> <li>• Balance problems or dizziness</li> <li>• Double or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish</li> <li>• Feeling foggy or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> </ul>

### What should you do if you think your teenage athlete has a concussion?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
2. **Keep your teen out of play.** Concussions take time to heal. Don't let your teen return to play until a health care professional says it's OK. Athletes who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your teen for a lifetime.
3. **Tell all of your teen's coaches about any recent concussion.** Coaches should know if your teen had a recent concussion in ANY sport. Your teen's coaches may not know about a concussion your teen received in another sport or activity unless you tell them. Knowing about the concussion will allow the coach to keep your teen from activities that could result in another concussion.
4. **Remind your teen:** It's better to miss one game than the whole season.

**It's better to miss one game than the whole season.**

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

### What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

### What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

### What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

### How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**If you think you have a concussion:**  
Don't hide it. Report it. Take time to recover.

**It's better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

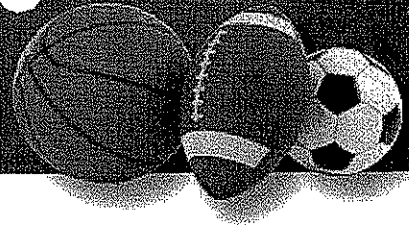
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION





# Concussion In Sports

## WHAT YOU NEED TO KNOW



### A Parent's Guide to Concussion in Sports

#### What is a concussion?

- A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

#### Concussion Facts

- It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

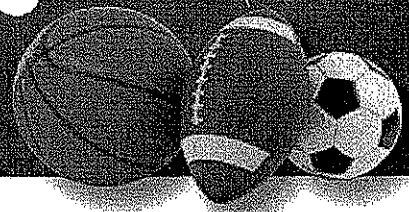
#### What are the signs and symptoms of a concussion?

SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache
Is confused about what to do	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Feeling sluggish
Answers questions slowly	Feeling foggy or groggy
Loses consciousness	Concentration or memory problems
Shows behavior or personality changes	Confusion
Can't recall events prior to hit	
Can't recall events after hit	



# Concussion In Sports

## WHAT YOU NEED TO KNOW



### **What should I do if I think my child has had a concussion?**

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion and if you are suspicious, then your child must stop playing:

### **When in doubt, sit them out!**

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child's physician and explain what has happened and follow your physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department immediately.

### **When can an athlete return to play following a concussion?**

After suffering a concussion, no athlete should return to play or practice on that same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers in both Oregon and Washington to pass laws stating that no player shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health-care professional before he or she are allowed to return to play in games or practices. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete no longer has symptoms of a concussion and is cleared to return to play by health care professional knowledgeable in the care of sports concussions he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average the athlete will complete a new step each day. The return to play schedule should proceed as below following medical clearance:

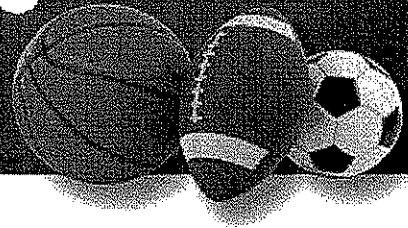
- Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.
- Step 2:* Running in the gym or on the field. No helmet or other equipment.
- Step 3:* Non-contact training drills in full equipment. Weight-training can begin.
- Step 4:* Full contact practice or training.
- Step 5:* Game play.

**If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.**



# Concussion In Sports

## WHAT YOU NEED TO KNOW



### How can a concussion affect schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

### What can I do?

- Both you and your child should learn to recognize the "Signs and Symptoms" of concussion as listed above.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

### Other Frequently Asked Questions

#### Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

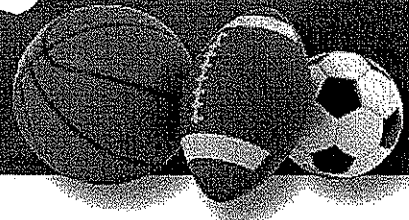
#### Is a "CAT scan" or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT ("CAT") and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.



# Concussion In Sports

## WHAT YOU NEED TO KNOW



### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as how the injury happened and length of symptoms following the concussion, are very important and must be considered when assessing an athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

### **I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

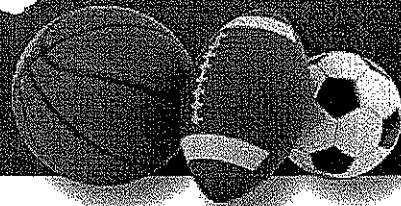
In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or shear force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each concussion.





# Concussion In Sports

## WHAT YOU NEED TO KNOW



Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

If you have any further questions regarding concussions in high school athletes or want to know how to find a concussion specialist in your area please contact Michael C. Koester, MD, ATC and Chair of the NFHS Sports Medicine Advisory Committee at [michael.koester@slocumcenter.com](mailto:michael.koester@slocumcenter.com).

*April 2010*



**CONCUSSION POLICY ACKNOWLEDGMENT FORM**

In order to help protect student athletes, the East Aurora School District No. 131 has mandated that all athletes, parents/guardians and coaches follow the Illinois High School Association Concussion Policy and that student athletes and their parents or guardians acknowledge that they have been given and have read information on concussions published by the U.S. Department of Health and Human Services and the National Federation of High School Association.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms felt or reported by the student may include one or more of the following:**

1. Headache
2. Nausea/vomiting.
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling of sluggishness or foggiess.
7. Difficulty with concentration, short-term memory, and/or confusion.
8. Irritability or agitation.
9. Depression or anxiety.
10. Sleep disturbance.

**Signs observed by teammates, parents and coaches include:**

1. Appears dazed, stunned, or disoriented.
2. Forgets plays or demonstrates short-term memory difficulties (e.g. is unsure of the game, score, or opponent).
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Is unable to recall events prior to or after the hit.

**What can happen if my child/player keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion **must** be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially

vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

### **Removal from and Return to Play Policy**

Any athlete even suspected of suffering a concussion **must** be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. Close observation of the athlete should continue for several hours.

An athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and may not return to play until the athlete has been cleared to return to play by a licensed physician or a certified athletic trainer working in conjunction with a licensed physician.

Where a student has sustained a concussion and has not been permitted by a licensed physician or certified athletic trainer to return to competition on the day of the injury, the student shall not be permitted to participate in further competition or practice until evaluated by and receiving written clearance to play and practice from a licensed physician or certified athletic trainer working in conjunction with a licensed physician.

You should inform your child's coach, athletic trainer, or athletic director if you think that your child/player may have a concussion. When in doubt, the athlete sits out.

### **Additional Information**

Attached to this form is information published by the U.S. Department of Health and Human Services entitled "Heads Up: Concussion in High School Sports – Fact Sheet for Parents and Fact Sheet for Athletes" and information published by the National Federation of State High School Associations entitled "Concussion in Sports: What You Need to Know." By signing this form, you acknowledge that you have been provided this information and that you have read and understand it. You also agree to abide by this policy and will immediately report to the student's coach any signs or symptoms of concussion which you as the student feel or you as the parent observe.

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Signature of Student-Athlete

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Print Student-Athlete's Name

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Date

---

Signature of Parent/Guardian

---

Print Parent/Guardian's Name

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Date

**PLEASE KEEP THIS FORM ON FILE AT THE SCHOOL**

**Students****Student Performances**

Any performances in which students are involved are an extension of the instructional program. Student performances are considered to be valuable learning experiences for children and are encouraged. However, care will be exercised to avoid excessive use of class time for rehearsals.

Adopted: July 1, 2004

**Students****Student Government**

Participation in an elected, representative student government is an important experience for future voters in a democracy. Young children can benefit from participation in the decision-making process regarding matters within their understanding and concern. And older children can participate in more structured activities such as the Student Council.

The Board of Education endorses such activities and encourages staff to make them an integral part of the educational experience.

Adopted: July 1, 2004

## **Students**

### **Student Publications**

#### **General**

The Board of Education recognizes that creative student expression is an educational benefit to the District. Also, the Board acknowledges the students' rights to freedom of expression and equal protection of the laws which will be observed within the framework of the District's obligation to maintain an orderly process of education for all students, and, therefore, to protect the rights of all. The District does reserve the right to prohibit expression in student publications if that expression will result in substantial disruption of the schools and violate the rights of others. The Superintendent will establish procedures regarding all student publications in the District.

#### **School-Sponsored Publications**

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All student media will comply with the ethics and rules of responsible journalism. Accordingly, the Board will not tolerate text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process.

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

#### **Non-School-Sponsored Publications**

Students may distribute non-school-sponsored written material at school in accordance with the Superintendent's or building principal's distribution rules. Students may not, however, distribute written material at school that:

1. is obscene or libelous, invades the privacy of others, will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order, or
2. is religious in nature/content and could reasonably be construed as a violation of constitutionally required separation of Church and State.

For purposes of this policy, distribution "at school" is defined as distribution on school property or at school-related activities. Students who distribute prohibited material or who write or publish such material for distribution at school will be disciplined.

LEGAL REF.:        Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
                         Hedzes v. Wauconda Community Unit School Dist. No. 118, 807  
                         F.Supp. 444 (N.D. Ill. 1992).

Adopted:            July 1, 2004

**Administrative Procedures**

**Student Publications**

Each building principal will have the authority to approve or disapprove student publications. Copies of all publications approved by the building principal will be provided to the Superintendent.

Adopted: July 1, 2004

**Students****Intramural Activities**

Intramural games and activities are a desirable part of the curriculum for all District 131 students. Participation in all intramural programs offered after school hours will be voluntary.

Adopted: July 1, 2004



## **Students**

### **Contests**

The Board of Education believes that the primary educational goals of the schools and the needs and interests of students must be the most important considerations at all times. It will therefore be a general policy to deny promotional aid, school time, or faculty assistance to pupil contests sponsored by organizations outside the school that involve essay writing, poster-making or other activities.

Exceptions may be made if, in the judgment of the administration, a particular contest involves experiences that are closely allied to and in support of the instructional program of the school and that will clearly serve to advance the educational goals of the school. However, the worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes, will not in themselves constitute sufficient reason for exception to the general policy.

Contests or projects, in general, should not interfere with the operation of the regular course of study in classes, or require a teacher to divert extensive time from the regularly planned program for students. The participation of teachers and students in any approved contest will be voluntary.

Students below seventh grade shall not take part in athletic contests outside of District 131.

Adopted: July 1, 2004

## **Students**

### **Student Fund-Raising Activities**

The Board of Education recognizes that the participation of students -- under faculty supervision -- in the process of planning and obtaining financial support for their own activities may be desirable as part of the educational process.

Funds raised through student efforts will be subject to the control of the building principal, with the advice and consent of the sponsors. Fund-raising plans approved by the building principal will be submitted to the Superintendent for approval. The funds will be used to the maximum extent possible for the educational, recreational or cultural purposes for which they were designed to serve.

The use of students to promote the fund-raising activities of parent groups or other non-school sponsored groups will generally be discouraged, except in the case of activities that are pre-approved by the building principal. Such exceptions may be granted if the proposed fund-raising activities are of a school-wide nature -- when such participation can be a positive experience for students and the proceeds will be contributed to a recognized humanitarian purpose.

Each fund-raising activity may establish a suggested donation as an alternative to participation.

However, participation in or donation to any fund raising activity is always optional. Under no circumstances will any student be compelled to participate or donate, or penalized for not participating or donating.

Door-to-door solicitation is not required by any fund-raising activity and is discouraged.

LEGAL REF.: Illinois School Code, Sec. 10-20.19 (105 ILCS 5/10-20.19).

CROSS REF.: 410.23 and 410.24

Adopted: July 1, 2004

**Students**

**Student Solicitations**

Fund-raising activities sponsored by outside organizations, commercial enterprises and individuals are prohibited.

This policy applies particularly to ticket sales and the sale of articles or services other than those directly sponsored or handled by school authorities or organizations.

CROSS REF.: 805.06

Adopted: July 1, 2004

**Students****Participation in Extra-Curricular Activities by Private or Home-School Students**

Students who are District 131 residents and are enrolled in private or home schools may participate in extra-curricular activities not offered by the private or home school. However, the students must meet the district's requirements, including that of academic eligibility.

If the Illinois High School Association governs the activity, the student also must meet the IHSA's requirements. Students who want to participate in those activities must meet with the high school athletic or student activity director prior to such participation.

Adopted: July 1, 2004

**Students****Illinois High School Association Eligibility**

District 131's high schools are voluntary members of the Illinois High School Association. The IHSA establishes criteria for student participation in IHSA events and activities, which may be more stringent or specific than the District's policies, or vice versa. Students must meet the more stringent policy to participate in IHSA activities. The high-school athletic director or student activities coordinator, and the sponsors of IHSA groups, can assist students with this issue. All students -- including transfer students, students who do not live with the natural parent or legal guardian, students with attendance area exceptions, or students who are enrolled in private or home schools --must confirm IHSA eligibility before participating in any IHSA activity.

Adopted: July 1, 2004

**Students****Student Meetings**

The federal Equal Access Act requires school boards to permit non-curriculum related student groups to conduct meetings on school premises during non-instructional time without regard to the religious, political, philosophical or other content of the speech at such meetings, if the School Board permits non-curriculum related student groups of any other type to meet.

This Board of Education has determined that it is in the best educational interests of the School District to permit meetings on school premises of non-curriculum related student groups, as well as meetings of student organizations which relate directly to the school curriculum. Therefore, it is the policy of this Board to permit student groups of both types to meet on school premises during non-instructional time, and to permit use of school premises by non-curriculum student groups without regard to the religious, political or philosophical content of their meetings.

The Board hereby authorizes the Superintendent of Schools to prepare administrative regulations to carry out this policy.

Adopted: July 1, 2004

**Administrative Procedures**

**Student Meetings**

- A. Students desiring to conduct a meeting or meetings on school premises before or after the instructional day shall file an application for permission to hold the meeting(s) with the principal of the school building at which the meeting(s) is (are) to be held. The application shall state:
1. The name and address of the student(s) and an affirmation by the person(s) preparing the application that the meeting or activity has been voluntarily initiated by the student(s).
  2. The name and address of the sponsor of the meeting, if any, and a brief description of the sponsor's business or occupation, name and address.
  3. A description of the type of meeting and a copy of any flyer or material advertising the meeting and the expected attendance.
  4. If the meeting is religious, a description of the religious activity involved.
  5. If a non-school attendee is to be present at the meeting, his or her name and address must be furnished, along with the name of the organization with which he/she is affiliated. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that he/she is not directing, conducting, controlling, or regularly attending the activity.
- B. The principal shall approve the meeting if the application is completed and he or she determines that:
1. The meeting is voluntary and student-initiated.
  2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
  3. If the meeting is religious, district employees are present at the meeting only in a non-participatory capacity.
  4. The meeting will not materially and substantially interfere with the conduct of the school's educational activities.
  5. The activity is not directed, controlled or regularly attended by non-school persons.

- C. The school will not influence the form or content of any prayer or other religious activity.
- D. No person will be required to participate in prayer or other religious activity during meetings or activities conducted for religious purposes.
- E. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space, provided, however, that if the school district has an extra curricular pay schedule which provides for compensation for teachers who are required to be present in a supervisory capacity at extra curricular activities, then a teacher who is required to attend a meeting in such capacity will be paid according to the schedule.
- F. No employee will be compelled to attend a meeting if the contents of the speech at the meeting is contrary to his or her beliefs.

Adopted: July 1, 2004



**MENTORING**

Based upon studies and reports provided by the administration of the East Aurora School District ("the Administration") to the Board of Education ("the Board"), the Board recognizes that some students within the District face circumstances which deprive them of meaningful and appropriate social and educational modeling and who consequently have difficulty in managing their academic responsibilities, in recognizing the relationship between effort and achievement, and in understanding the value of educational opportunities. For such students, the Board, based upon recommendations from the Administration, recognizes the value which a mentoring program can have in maximizing the effectiveness of the educational program offered by the District. The Board further recognizes that an effective mentoring program contemplates matching students with individual mentors from whom the student will receive some individualized attention. The Board further recognizes that inherent in every student-teacher or student-mentor relationship, are risks that require adherence to appropriate boundaries between students and those to whom their educational and social development is entrusted. Accordingly, the Board hereby declares that it is the policy of the Board of Education to encourage the Administration to develop a mentoring program for approval by the Board which maximizes the benefit to the students served by such program and minimizes the risks to the student, the mentor, the Administration and the District.

The program shall include and adhere to the following limitations:

1. Students eligible for the program shall be identified by the principal of the building to which such students are assigned. Such identification shall be made in consultation with teachers and counselors in the building.
2. Students may participate in the program only with the written consent of the student's parents or guardian, which shall be on a form prepared by the District which sets forth sufficient details about the program to enable the parent of the student to give his or her informed consent to the student's participation in the program.
3. Each student will be assigned to a mentor pursuant to procedures which will be specified by the Administration. All mentors must be full-time employees of the District holding a teaching or administrative certification issued by the Illinois State Board of Education and/or possessing credentials which the Superintendent shall determine will qualify such individual to serve as a mentor. All procedures and qualifying credentials shall be set forth in a written policy approved by the Board prior to the appointment of mentors.
4. Mentors shall not transport mentees in the mentor's personal vehicle unless authorized to do so by the Superintendent and shall, under no circumstances, transport a mentee in the mentor's or any other person's or entity's vehicle unaccompanied by another adult who has been authorized to act as a mentor in the program.
5. The administration shall develop a calendar of approved activities (beyond

regular onsite meetings between the mentor and mentee) in which mentors may participate with the student or students assigned to them. All such activities shall take place on school grounds and shall be supervised by at least two adult mentors at all times. The administration shall develop rules and procedures to be followed by mentors for participating in activities with the students assigned to them which occur off school property. Such rules shall prohibit a mentor from attending offsite activities unless such activities are simultaneously supervised by no less than two qualified adult mentors.

6. The Administration shall develop written rules limiting expenditures made by mentors on behalf of the students assigned to them and limiting the types and value of gifts that may be given by the mentors to the students assigned to them.

7. The Administration shall develop a training course to be taken and passed by all mentors prior to the assignment of students to them.

8. A mentor's access to his or her student's school records shall be granted only in conformance with the terms and provisions of the Illinois School Student Records Act.

9. Individuals currently serving as mentors to students may continue to serve as mentors provided that said mentors follow all of the limitations set forth in this policy. Said mentors shall thereafter comply with all of the terms of the program developed by the Administration and hereafter adopted by the Board of Education.

ADOPTED: September 6, 2011

## **Students**

### **Student Records**

In accordance with the Family Educational Rights and Privacy Act of 1974, the Individuals with Disabilities Education Act Amendments of 1997, the Illinois School Student Records Act, and regulations adopted by the State Board of Education, the District 131 Board of Education will protect the confidentiality of any personally identifiable information collected by the District, during its collection, storage, disclosure and destruction. The Board will protect District students and their families from invasions of privacy in the collection, storage, disclosure and destruction of such information, and provide access to recorded information only to those persons legally entitled thereto.

### **Records Custodian**

The Assistant Superintendent for Student Services, or his/her designee, is designated as the official records custodian of student records for students enrolled in the District. He/she will be responsible for the maintenance, care, and security of all school student records for those students. He/she will also be responsible to ensure compliance with the confidentiality requirements of the Illinois School Code, the Illinois School Student Records Act, the Individuals with Disabilities Education Act Amendments of 1997, and the Family Educational Rights and Privacy Act of 1974. The District's records custodian also will be in charge of the records of students who have transferred, graduated, or have otherwise left the District. The principal of each school in the District will act as assistant records custodian of student records for students enrolled at that school.

### **Confidentiality**

The records custodian will be responsible for ensuring the confidentiality of any personally identifiable information and will:

- X Respond to any request for inspection and review of an education record, including requests for a copy of an education record;
- X Respond to any request for an explanation or interpretation of an education record;
- X Respond to any request to amend an education record;
- X Respond to any request to disclose or release personally identifiable information;
- X Respond to any request to destroy an education record;
- X Keep a record of parties obtaining access to education records (except

access by parents/guardians and authorized employees of the school district), including the name of the party, the date access took place, and the purpose of the authorized use;

- X Maintain, for public inspection, a current listing of the names and positions of the employees who may have access to personally identifiable information;
- X Provide upon request from the parents/guardians or the student at the age of majority (for purposes of this policy, the age of majority is age 18), a list of the types and locations of education records collected, maintained, or used by the District;
- X Ensure that the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages is protected; and
- X Train District personnel to ensure that each person collecting or using personally identifiable information is knowledgeable of the policies and procedures governing confidentiality of personally identifiable information.

### **Notification of Rights**

The District will notify the parents/guardians of a student, or the student at the age of majority, of their right to access the education record, to request amendments and to request a records hearing.

Upon the initial enrollment or transfer of a student to the District, the District will notify the student and the student's parents/guardians -- if the student is under the age of majority -- of their rights under the Illinois School Student Records Act, the Individuals with Disabilities Education Act Amendments of 1997, and this policy.

This notification may be delivered by any means likely to reach the parents/guardians, including direct mail, parent-teacher conferences, or delivery by the student. Also, the notice may be incorporated in the Parent-Student Handbook or calendar disseminated by the District. Where the parents of a student are divorced and request duplicate mailings, such notice will be given to both parents, unless the District has been furnished with a certified copy of a court order prohibiting such notice to a parent. Notification to parents/guardians of children who are classified to be of limited English-speaking ability will be in English and in the language of the child's primary speaking ability.

The notification will consist of:

- X A list of the types and locations of the educational records collected, maintained, or used by the District.

- X The right to inspect and copy permanent and temporary records, the limitations on the right of access that may be created by orders of protection, and the cost of copying such records. The District will not charge a fee to search for or retrieve information from the educational records.
- X The right to control access and release of school student records and the right to request a copy of information released.
- X The rights and procedures for challenging the contents of the school student record.
- X The persons, agencies or organizations having access to student records without parental consent.
- X The District's schedule for reviewing and destroying any school student record or information contained therein -- and the right to copy such information -- before it is destroyed or deleted.
- X The categories of information the District has designated as "directory information" and the right of the parents/guardians to prohibit the release of such information.
- X A statement informing the parents/guardians that no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance on the securing by any individual of any information from a student's temporary record, which such individual may obtain by exercising any right secured under the Illinois School Student Records Act or the regulations adopted by the State Board of Education.
- X The right of the parents/guardians to inspect and challenge the information contained in a school student record (other than academic grades and references to expulsions or out-of-school suspensions) prior to the transfer of the record to another school district, in the event of the transfer of the student to that district.
- X Any District policies relating to school student records that are not included in the Illinois School Student Records Act or the regulations of the State Board of Education.

Also, the District will provide annual notice to the parents/guardians of students currently in attendance, or eligible students currently in attendance (students who have reached 18 years of age), of their rights under the Family Educational Rights and

Privacy Act of 1974, and the regulations applicable thereto. Such notice will include, at a minimum, the information referenced in 34 CFR 99.7.

### **Records Maintained**

A cumulative record will be maintained for each student. Such records will be used only for the benefit, promotion or welfare of the student. No information will be added to or contained in a school student record kept on file by the District that is inaccurate, outdated or of no relevance to the educational development of the student.

All material in each cumulative record will be maintained and treated as confidential, according to the following guidelines:

1. The District will establish procedures to verify the accuracy of data and to periodically destroy information no longer needed.
2. The student records that are kept and open to inspection and review will include:
  - A. A STUDENT PERMANENT RECORD, which will include:
    - X Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians.
    - X Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations.
    - X Attendance record.
    - X Accident reports and health record.
    - X Record of release of permanent record information.
    - X Scores received on all State assessment tests administered at the high-school level (grades 9 through 12).

The permanent record may also include:

- X Honors and awards received.

- X Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

NO OTHER INFORMATION WILL BE PLACED IN THE STUDENT PERMANENT RECORD.

The permanent record will be maintained for at least sixty (60) years after the student has transferred, graduated or otherwise permanently withdrawn from the District.

- B. A STUDENT TEMPORARY RECORD, consisting of all information not required to be in the Student Permanent Record, which will include:

- X Record of release of temporary record information.
- X Scores received on all State assessment tests administered at the elementary grade levels (kindergarten through grade 8).
- X Information regarding serious infractions (e.g., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction.
- X Other disciplinary information.

The temporary record may also include:

- X Family background information.
- X Intelligence test scores, group and individual.
- X Aptitude test scores.
- X Reports of psychological evaluations, including information on intelligence and personality, and academic information obtained through test administration, observation, or interviews.
- X Elementary- and secondary-level achievement test results.
- X Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations.
- X Honors and awards received.
- X Teacher anecdotal records.

- X Special education files, including evaluation reports, IEPs, test protocols, and all records and tape recordings relating to special education placement, hearings and appeals.

Test protocols will be maintained in the student's temporary record as long as they are relevant to the student's identification, evaluation, and/or placement in special education. Test protocols may be replaced by new test protocols if it is determined that the prior protocols are no longer relevant to the current identification, evaluation, and placement of the student. The records custodian is responsible for maintaining and securing test protocols. When a parent/guardian or representative has questions regarding assessment data, the individual who evaluated the student will, with sufficient notice, be available to discuss that evaluation.

- X Any verified reports or information from non-educational persons, agencies or organizations.

- X Other verified information of clear relevance to the education of the student.

Information added to the temporary record will include the name, signature and position of the person who added such information, and the date of entry. The temporary record will be maintained for not less than five (5) years after the student has transferred, graduated, or otherwise withdrawn from the District. However, this will not include situations where the information is maintained anonymously for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.

The student record will not include information maintained by law enforcement professionals working in the District's schools.

The principal or his/her designee will take all action necessary to assure that all District personnel collecting or using personally identifiable information receive training or instruction regarding the applicable policies and procedures that govern the confidentiality of such information, including the provisions of the Illinois School Student Records Act and the regulations of the State Board of Education.

Student records will be reviewed by the principal or his/her designee every four years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.



**Directory Information**

The District proposes to designate the following personally identifiable information contained in a student's educational record as DIRECTORY INFORMATION:

- X Name, address, gender, grade level, birth date and place, parents/guardian's names and addresses.
- X Academic awards, degrees, and honors.
- X Information related to school-sponsored activities, organizations and athletics.
- X Major field of study.
- X Period of attendance in the school and District.

Directory information may be released to the general public. However, prior to releasing this information, the District will notify the affected parents/guardians in writing. The notification will include the date of notification, parent's/guardian's name, name of student, directory information to be released, and the scheduled date of release.

Any parent/guardian or student may direct the District to exclude any or all of the above items from the directory information. To exclude such items, the parent/guardian must complete a Directory Information Response Form and return it to the District within the first two weeks of each school year. The Directory Information Response Form will be provided to each parent/guardian in the Parent-Student Handbook, by letter, or as part of a registration form or calendar. Additional copies will also be available in the office of the records custodian.

**Access to Records by Students and Parents/Guardians**

The following persons will be entitled to inspect and review educational records maintained by the District or by a party acting for the District. They may do so by completing the request form attached hereto as Appendix B and the consent form attached hereto as Appendix C and filing them with the District's records custodian:

1. Any student will be entitled to inspect and copy his/her permanent student record.
2. A student who reaches 18 years of age, graduates from secondary school, marries, or enters military service, will be entitled to inspect and copy the student's permanent and/or temporary records, unless earlier access is afforded at the discretion of the District.

3. A parent/guardian of a student under age 18 -- who has not married, graduated from secondary school or entered military service (or such parents/guardian's designated representative) -- will be entitled to inspect and copy the student's permanent and/or temporary records. In cases of divorce or separation, both parents will be so entitled, unless the District has been furnished with a certified copy of a court order prohibiting such access. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:
  - a. Academic progress reports or records;
  - b. Health reports;
  - c. Notices of school-initiated parent-teacher conferences;
  - d. Notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction; and
  - e. School calendars distributed to parents.

Upon receiving a request from any authorized person to inspect and review an education record, the records custodian will verify that the person requesting to inspect and review the record is an authorized person. The records custodian will presume that the parent has authority to inspect and review records relating to his or her child unless the school district has been advised that the parent does not have the authority under applicable State law.

Upon receiving a request to inspect and review a record from a person authorized to do so, the records custodian will review the record and determine whether the record, which the authorized person has identified, is an educational record as defined in the Illinois School Student Records Act and this policy.

1. In determining whether a record that an authorized person wishes to inspect and review is an education record within the meaning of Section 7 of the Illinois School Student Records Act, the records custodian may exclude from parental inspection and review any record prepared by a District staff member that is exclusively maintained by the individual and not disclosed to any other person other than an individual temporarily substituting for the staff member who prepared the record.
2. In determining whether an education record is in the possession of a party acting for the District, the records custodian will include any agency or person who, through formal or informal agreement, understanding or practice, collects or maintains information for the District.

The records custodian will protect the confidentiality of other children named or referred to in an education record. An authorized person will be allowed to review only those portions of an education record, that contain information on one student. Any other

specific information regarding the student that cannot be directly inspected or reviewed because of the confidentiality rights of other students, will be discussed and interpreted by the records custodian.

The records custodian will comply with a request by an authorized person to inspect and review an education record without unnecessary delay:

1. Before any meeting or hearing relating to the identification, evaluation, or placement of the student; and
2. In no case more than 15 school days after the request has been made.

When records cannot be made immediately available, the requesting party will be made aware of the date when such records are available.

The records custodian or his/her representative will be present when records are inspected to answer questions and assure that no records are removed.

The records custodian will ensure that an authorized person who requests an explanation or interpretation of any information contained in an education record receives an appropriate explanation or interpretation.

1. For an authorized person who is deaf, an appropriate explanation or interpretation of the information contained in the education record may be provided in writing.
2. For an authorized person who cannot be physically present at a meeting held by the District to explain the record, an appropriate explanation or interpretation may be provided either by telephone or in writing.
3. For an authorized person for whom English is not the primary language, an appropriate explanation or interpretation of the information contained in the education record will be provided in the primary language of the person.

In addition, the District will, if requested, provide appropriately trained educational personnel to assist the parent/guardian or student in understanding certain school records such as psychological evaluations, social work profiles, and health data.

If requested by an authorized person, the records custodian will provide copies of the education record if he/she determines that the parent/guardian will be effectively prevented from exercising his/her right to inspect and review an education record at the location where it is normally maintained (or at any other location where the District offers to produce it) without incurring significant expense or personal hardship. The

District may charge a reasonable fee for copies of records (not to exceed \$.35 per page). The District will not charge a fee when the records custodian determines that, for the parent/guardian in question, the amount of the fee for the copying of the document would result in a significant expense or personal hardship.

If a certified copy of an order of protection has been filed with the District, school employees will be notified that the student records of the protected child identified in that order, and the information contained in those records, may not be released to the person against whom the order was issued.

Neither the parents/guardians nor the student will be granted access to confidential letters and recommendations concerning applications for employment, to a post-secondary educational institution or the receipt of an honor or award, which have been placed in the records prior to January 1, 1975 -- provided such letters and statements are not used for purposes other than those for which they were specifically intended. Also, access to those letters and statements will be denied if the student has waived his/her right of access after being advised of his/her right to obtain the names of all persons making such confidential letters and statements.

### **Disclosure of Records**

The records custodian will obtain written parental consent, or consent from the student at age of majority, before permitting personally identifiable information to be used for any purpose other than meeting a requirement under these procedures, or permitting personally identifiable information to be disclosed to anyone other than officials of participating agencies collecting or using information for the purposes described in these procedures, and then only where the disclosure is consistent with all applicable federal statutes and the provisions of the Illinois School Code.

Except as otherwise provided herein, the District will obtain one of the following forms of dated written consent prior to disclosing any personally identifiable information in a student's education records, other than directory information.

1. Any student may consent to the release of information contained in his or her permanent student record.
2. Any student who reaches 18 years of age, graduates from secondary school, marries, or enters military service may consent to the release of information contained in his or her temporary student record.
3. A parent/guardian of a student under age 18 who has not married, graduated from secondary school or entered military service may consent to the release of information contained in the student's permanent and/or temporary records.

Such consent to disclose will be signed by the parent/guardian or student, designating the person to whom such records may be released, the reason for the release, and the specific records to be released. The form attached hereto as Appendix C will be used for such consent. At the time such consent is requested or obtained, the District will inform the parent/guardian or student of their right to inspect, copy and challenge such records and limit such consent to designated records or portions thereof.

The District will not release, transfer, disclose or otherwise disseminate information maintained in the school student record without consent, except as follows:

1. To a parent/guardian or student or person specifically designated as a representative by a parent/guardian, as set forth above.
2. To an employee or official of the school, the District, or the State Board of Education, provided such employee or official has a current, demonstrable educational or administrative interest in the student and the records are in furtherance of such interest. Such requests will be made using the form attached hereto as Appendix B.
3. Subject to the terms of this policy and regulations adopted by the State Board of Education, the records of a student will be transferred to another school district in which the student has enrolled or intends to enroll upon the request of the official records custodian of the other school or the student.

Requests for such records will be made using the form attached hereto as Appendix B. The parent/guardian will be given prior written notice of the nature and substance of the information proposed to be released and an opportunity (not less than 10 days before the records are released) to inspect, copy and challenge such information. If the address of the parents is unknown, that notice may be served upon the records custodian of the requesting school, for transmittal to the parent/guardian. The form attached hereto as Appendix A will be used for such notice.

If the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, the school may elect to provide an unofficial record of the student's grades (written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer, along with the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal) in lieu of the student's official transcript of scholastic records (the formal record showing dates of enrollment, courses studied, grades, credits, and

awards received, and bearing the signature and title of the certifying official, the seat of the school, if any, and the date of issue.) If the District elects to do so, the District will within 10 calendar days after the student has paid all of his/her unpaid fines or fees and at its own expense forward the student's official transcript of scholastic records to the student's new school.

If the student is transferring to another public school located in Illinois or any other state and is currently serving a term of suspension or expulsion for those offenses enumerated in Section 2-3.13a of the School Code at the time of the transfer, then:

- a) Any school student records required to be transferred will include the date and duration of the period of suspension or expulsion; and
- b) The student will not be permitted to attend class in the District until the term of the suspension or expulsion has expired.

Within 14 days after enrolling a transfer student, the District will comply with the requirements of Section 5 of the Illinois Missing Children Records Act and Section 5 of the Illinois Missing Children Registration Law regarding the records of the transfer student.

- 4. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent/guardian can be identified from the information released. However, that person (the requestor) must sign an affidavit in the form of Appendix D attached hereto, agreeing to comply with all applicable statutes and rules relating to school student records. Such requests will be made using the form attached hereto as Appendix B.
- 5. Pursuant to a court order. The parent/guardian will be given prompt written notice of the terms of the order, the nature and substance of the information proposed to be released, and an opportunity (not less than 10 days before the records are released) to inspect, copy and challenge the information. Such requests will be made using the form attached hereto as Appendix B. The form attached hereto as Appendix A will be used for such notice.
- 6. To persons authorized or required by State or federal law to gain such access. Such requests will be made using the form attached hereto as Appendix B. The requesting party must provide appropriate identification

and a copy of the statute authorizing such access. The parent/guardian will be given prior written notice of the nature and substance of the information proposed to be released and an opportunity (not less than 10 days before the records are released) to inspect, copy and challenge such information. The form attached hereto as Appendix A will be used for such notice.

7. To certain juvenile authorities described in Section 6 of the Illinois School Student Records Act -- who need the information for the discharge of their official duties, who request the information prior to adjudication of the student, and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. Such "juvenile authorities" include: (i) a judge of the circuit court and members of the staff of the court designated by the judge; (ii) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (iii) probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case; (iv) any individual, public or private agency having custody of the child pursuant to court order; (v) any individual, public or private agency providing education, medical or mental health service to the child, when the requested information is needed to determine the appropriate service or treatment for the minor; (vi) any potential placement provider, when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (vii) law enforcement officers and prosecutors; (viii) adult and juvenile prisoner review boards; (ix) authorized military personnel; (x) individuals authorized by court. Such requests will be made using the form attached hereto as Appendix B.
8. In cases of emergency, to protect the health or safety of the student or others. The parents/guardians will be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release. Such requests will be made using the form attached hereto as Appendix B. The form attached hereto as Appendix A will be used for such notification.

Factors to be considered in determining whether records should be released pursuant to this paragraph include:

- X The seriousness of the threat to the health or safety of the student or other persons.
- X The need for such records to meet the emergency.

- X Whether the persons to whom such records are released are in a position to deal with the emergency.
  - X The extent to which time is of the essence in dealing with the emergency.
9. To a designated employee or agent of a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance -- pursuant to the compulsory student attendance laws of this State. Such requests will be made using the form attached hereto as Appendix B.
  10. To certain members of a Serious Habitual Offender Comprehensive Action Program committee, in accordance with the Family Educational Rights and Privacy Act, for the purpose of identifying and matching serious habitual juvenile offenders with community resources. Such requests will be made using the form attached hereto as Appendix B.

Any disclosure of personal information about a student, whether such disclosure is pursuant to parental or student consent or otherwise, will be conditioned upon the agreement of the recipient not to permit any other party to have access to the information without further written consent. Such documents may be stamped "Written consent required prior to release to any other person or agency."

Every student's cumulative folder will contain a record of any release of information. Such record of release will be maintained for the life of the student records and will be available only to the parent/guardian and official records custodian. It will include:

1. The nature and substance of the information released;
2. The name and signature of the official records custodian releasing such information;
3. The name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request;
4. The date of the release; and
5. A copy of any consent to such release.

The records custodian will maintain, for public inspection, a current listing of the names and positions of the employees who may have access to personally identifiable information.



All rights and privileges accorded to a parent/guardian under State/federal law and this policy will become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first.

### **Transfer of Records**

Within 10 calendar days of being notified of a student's transfer to any other private or public elementary or secondary school located in this or any other state, the records custodian will forward a copy of the unofficial record of the student's grades to the school to which the student is transferring. At the same time, the records custodian will send that school the remainder of the student's school student record and a "Certification of Good Standing" form. "In good standing" means that the student's medical records are up-to-date and complete and the student is not being disciplined by a suspension or expulsion.

Prior written notice will be provided to the parent/guardian regarding the nature and substance of the information being released/transferred. However, written parental consent is not required to transfer the student's school student record to the receiving public school district, unless the record constitutes a mental health record as defined in the Mental Health and Developmental Disabilities Act (740 ILCS 110/3), which requires the written consent of the student if he/she is 12 years of age or older.

The records custodian will send the parent/guardian, and the student at age of majority, notice that the record is being forwarded to the new district. The notice will advise the parent/guardian, and the student at the age of majority, of their right to inspect the record being transferred.

The District will maintain a copy of the transferring student's temporary record for a period of not less than 5 years.

Students with disabilities, whose "Certificate of Good Standing" form shows incomplete medical records, must be treated the same as non-transfer students regarding the October 15 date for exclusion for failure to obtain the required examinations or immunizations. Students with disabilities whose "Certificate of Good Standing" form shows that the student is currently serving a suspension or expulsion must be enrolled and FAPE must be provided in accordance with an IEP. The District will follow the procedures for transfer students outlined in the regulations adopted by the State Board of Education

### **Procedure for Challenging Student Records**

If an authorized person believes that information in the education record is inaccurate or misleading or violates the privacy or other rights of the student, that person will have

the right to challenge the accuracy, relevance or propriety of any entry in the record, exclusive of academic grades. Further, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring, the District may be asked to amend the information, exclusive of references to expulsions or out-of-school suspensions. The following procedures will be followed:

1. The challenging party will inspect the educational records to determine what portions thereof will be challenged.
2. The challenging party will file a written Request for Hearing/Challenge to Student Records, using the form attached hereto as Appendix E, with the District's records custodian, specifying the entry or entries to be amended and the basis of the challenge.
3. Upon receiving a request from an authorized person, the records custodian will decide whether to amend the information as requested -- within fifteen (15) school days of the date the request is received.
  - a) The records custodian will amend information determined to be "inaccurate or untrue or that cannot be substantiated."
  - b) The records custodian will amend information determined to be misleading. For example, the records custodian will amend an education record if he/she concludes that a reader who is unfamiliar with the content of the education record would be likely to arrive at an inaccurate conclusion regarding the personal characteristics or history of the student who is the subject of the educational record.
  - c) The records custodian will determine that the information contained in an education record "violates the privacy or other rights of the student":
    - i) if disclosure would cause severe embarrassment or other adverse consequences for the student and his/her parents;  
and
    - ii) the information need not be included in the education record in order for the education record to be appropriately used by the District.

If the records custodian refuses to amend the information, he/she will inform the authorized person of the refusal and advise the authorized person of his or her right to an informal conference and hearing.

4. The District's records custodian or another representative of the District will confer informally with the challenging party within 15 days to determine whether the challenge is valid and requires an amendment to the educational records.
5. If the records custodian decides not to amend the records in accordance with the challenging party's request, the challenging party will be advised of his/her right to a hearing before an impartial hearing officer.
6. If a hearing is requested, it will be held within 15 days of such conference, unless extended by mutual agreement. The challenging party will be given notice of the date, place and time reasonably in advance of the hearing.
7. The hearing will be conducted by an impartial hearing officer selected by the District, who is not employed in the attendance center in which the student is enrolled.
8. At the hearing, all parties will be advised of their rights outlined in the Illinois School Student Records Act. The challenging party will be afforded a full and fair opportunity to present evidence relevant to the issues raised, in accordance with Section 7 of the Act. A verbatim record of the hearing will be made by a tape recorder or a court reporter.
9. The hearing officer will make his/her written determination within 10 days after the conclusion of the hearing. The decision will include a written summary of the evidence and the reasons for the ruling. The challenging party and the District will be immediately notified of the decision, which will be based solely on the information presented at the hearing and will be one of the following:
  - X To retain the challenged contents of the student record;
  - X To remove the challenged contents of the student record; or
  - X To change, clarify or add to the challenged contents of the student record.

10. Any party will have the right to appeal the decision of the hearing officer to the Superintendent of the Educational Service Region serving the District - within twenty (20) school days after such decision is transmitted. If the parent/guardian appeals, the parent/guardian will so inform the District. Then, within ten (10) school days, the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The District may initiate an appeal using the same procedures.
11. Upon receipt of such documents, the Superintendent of the Educational Service Region will examine them to determine whether the District's proposed action in regard to the student's record is in compliance with the School Student Record Act. Within twenty (20) school days of receiving the appeal documents, the Superintendent will make a decision and issue a written report of his/her findings to the parents/guardians and the District.

If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Educational Service Region Superintendent should seek advice from special education personnel:

- a) Who were not authors of the entry; and
- b) Whose special education skills are relevant to the subject(s) of the entry in question.

The school district will be responsible for implementing the decision of the Superintendent of the Educational Service Region, unless it is appealed.

12. The decision of the Superintendent of the Educational Service Region may, thereafter, be appealed to the Circuit Court of the County in which the District is located.
13. If, as a result of the hearing, it is determined that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the records custodian will amend the information within 10 days and will provide written notice to the authorized person requesting the amendment.
14. If, as a result of the hearing, it is determined that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the records custodian will inform the authorized person -- within 5 days of the decision -- of their right to place in the

record a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District.

The records custodian will ensure that any such statement placed in an education record:

- a) Is maintained by the District as part of the record of the student as long as the record or contested portion is maintained by the District; and
- b) Is disclosed by the District to any party to whom the records of the student are disclosed.

### **Destruction of Records**

Upon graduation, transfer or permanent withdrawal of a student from the District, the District will notify the parents/guardians and the student of the destruction schedule for the student's permanent and temporary records and of the right to request a copy of such records at any time prior to their destruction. Such notification will include the date of notification, the parent's name, the name of the records custodian, the name of the student, and the scheduled destruction date of the temporary and permanent records.

The District also will send a written notice to inform parents/guardians when personally identifiable information collected, maintained, or used by the District is no longer needed to provide educational services to the student. The determination as to whether personally identified information is needed to provide educational services to a student will be made by the records custodian after careful review of the information and with the concurrence of the student's current teacher(s) if the student is currently enrolled in the District.

This written notice will describe the personally identifiable information that the school district intends to destroy and will inform the parents/guardians that the information will be destroyed no earlier than 60 days from the date of the notice. The notice also will outline the procedure that the parents/guardians may follow if they wish to formally object to the destruction of the records in question.

The destruction of student records will be conducted in accordance with the provisions of the Illinois Local Records Act, Sec. 7 (50 ILCS 205/7).

All information maintained in relation to a student receiving special education services will be directly related to the provision of services to that student. Upon the graduation or permanent withdrawal of a disabled student (as defined in Article 14 of the Illinois School Code [105 ILCS 5/14-1.01, *et seq.*] and the Rules and Regulations to Govern

the Administration and Operation of Special Education), the District may -- after 5 years -- transfer psychological evaluations, special education files and other information contained in the student temporary record that may be of continued assistance to the student -- to the custody of the parents/guardians, or to the student, if the student has succeeded to the rights of the parents/guardians. The District will explain the future usefulness of those records to the student and his/her parents/guardians.

### **Existing Laws and Regulations**

This policy will be interpreted and applied in accordance with all applicable laws and related regulations, including the Family Educational Rights and Privacy Act of 1974, the Individuals with Disabilities Education Act Amendments of 1997, the Illinois School Student Records Act (105 ILCS 10/1, *et seq.*), the Illinois Missing Children Records Act, the Illinois Missing Children Registration Law, the Illinois Local Records Act, the Illinois Domestic Violence Act, and the Illinois School Code.

Legal References: Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g), *et seq.*); 34 CFR Part 99; Individuals with Disabilities Education Act Amendments of 1997, Sec. 612(a)(8), 613(a)(1) and 617 (20 U.S.C. 1400, *et seq.*); 34 CFR Part 300; Illinois School Student Records Act (105 ILCS 10/1, *et seq.*); Illinois Missing Children Records Act, Sec. 5 (325 ILCS 50/5); Illinois Missing Children Registration Law, Sec. 5 (325 ILCS 55/5); Illinois Local Records Act, Sec. 7 (50 ILCS 205/7); Illinois Domestic Violence Act (750 ILCS 60/101, *et seq.*); Illinois School Code, Sec. 10-21.8 (105 ILCS 5/10-21.8); and 23 Ill.Admin.Code Parts 226 and 375.

Adopted: July 1, 2004

APPENDIX A**NOTIFICATION OF ACTION ON SCHOOL STUDENT RECORDS**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The action(s) checked below has been or will be taken in regard to the school student records of \_\_\_\_\_.  
Student's Name

☐ School student records will be transferred to the records custodian of \_\_\_\_\_.  
Name and Address of School

- ☐ Permanent Records
- ☐ Temporary Records
- ☐ Partial (describe) \_\_\_\_\_.

☐ The following information will be deleted from the temporary school records (include reason for deletion):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Due to the ☐ graduation ☐ transfer ☐ permanent withdrawal of the above-named student, the temporary records of the student will be destroyed on \_\_\_\_\_, 20\_\_ and the permanent records will be destroyed on \_\_\_\_\_, 20\_\_.\*

☐ Information from the school student records is to be released to \_\_\_\_\_ as required by State or federal law.  
(Statutory authority: \_\_\_\_\_.)

The information to be released is: \_\_\_\_\_  
\_\_\_\_\_

☐ Certain school student record information is to be released pursuant to the following terms of a court order: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information proposed to be released in compliance with the court order is:  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ Certain school student records were released in an emergency to protect the health and safety of the above-named student or other persons to \_\_\_\_\_  
\_\_\_\_\_(person/agency/organization) on \_\_\_\_\_, 20\_\_\_\_ for the following purposes (attach documentation, if applicable):  
\_\_\_\_\_.

The information released was: \_\_\_\_\_  
\_\_\_\_\_.

You have the right to inspect, copy and challenge the information in the school student record with regard to the above action to be taken. Please contact the records custodian within \_\_\_\_ days if you wish to inspect, copy or challenge the information in the school student records prior to any action being taken.

_____	_____	_____
Date	Records Custodian	Telephone Number

\* By law, permanent records must be maintained not less than 60 years after the student has transferred, graduated or permanently withdrawn.



APPENDIX B**REQUEST FOR ACCESS/RELEASE OF SCHOOL STUDENT RECORDS**

The undersigned requests to have access to/release of or has the authority to have access to/release of the following school student records:

Name of Student
Information Requested

**AUTHORITY FOR ACCESS/RELEASE:**

- ☐ As the parent(s) or a person specifically designated as a representative of the parent. (If representative, attach documentation.) ISSRA, Section 6(a)(1) and (8).
- ☐ As the student. ISSRA, Section 6(a)(1) and (3).
- ☐ As an employee or official of the school district or State Board of Education with a current demonstrable educational or administrative interest in the student. ISSRA, Section 6(a)(2).
- ☐ As the official records custodian or designee of a school in which the above-named student has enrolled or intends to enroll. ISSRA, Section 6(a)(3).
- ☐ As required by the following State or federal law: \_\_\_\_\_.  
ISSRA, Section 6(a)(6).
- ☐ As a juvenile authority authorized to receive the records prior to adjudication of the student pursuant to ISSRA, Section 6(a)(6.5). (Attach written certification stating that the information will not be disclosed to any other party except as provided under law or order of court.)
- ☐ As a designated employee or agent of a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation into the student's school attendance pursuant to State compulsory student attendance laws. ISSRA, Section 6(a)(9).
- ☐ As an authorized member of a Serious Habitual Offender Comprehensive Action Program committee, in accordance with the Family Educational Rights and Privacy Act, for the purpose of identifying and matching serious habitual juvenile offenders with community resources. ISSRA, Section 6(a)(10).

**PURPOSE(S):**

- ☐ For research, statistical reporting or planning in conformance with ISSRA, Section 6(a)(4). (Attach affidavit signed by person(s) conducting the study.)
- ☐ Pursuant to a court order. (Attach a copy of the order.) ISSRA, Section 6(a)(5).
- ☐ In connection with an emergency to protect the health or safety of the student or other persons. (Attach documentation or statement of emergency.) ISSRA, Section 6(a)(7).

Except for the student and his/her parent, a person or entity to whom information is released **must not** permit any other person or entity to have access to the information without the prior specific, dated, written consent of the parent.

I certify that the school student records information that I receive is to be used only for the purposes indicated, that my receipt of the information is in conformance with all applicable federal and State laws, regulations and school district policies, and that I will not disclose such information to any other person. (Certification not necessary for parental or student requests.)

_____ Date	_____ Signature	_____ Title
---------------	--------------------	----------------

The information requested should be sent to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

SCHOOL/DISTRICT ACTION:

☐ This information was released \_\_\_\_\_.  
Date

☐ This request for release of information was denied for the following reasons:  
\_\_\_\_\_.

_____ Date	_____ Signature of Records Custodian
---------------	---

APPENDIX C**CONSENT FOR RELEASE OF SCHOOL STUDENT RECORDS**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Name of Student \_\_\_\_\_  
Address of Student \_\_\_\_\_  
Student Birth Date \_\_\_\_\_

I hereby consent to the release of the following information from the school student records of the above-named student:

- ☐ All Information
- ☐ Academic Transcript
- ☐ Medical and Health Records
- ☐ Special Education Records
- ☐ Other: \_\_\_\_\_  
\_\_\_\_\_

Please release the above information to the following school district/person(s):\*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
\_\_\_\_\_

The reason for the release is:

- ☐ Transfer
- ☐ Parent/Guardian Request
- ☐ Student Request
- ☐ Other: \_\_\_\_\_  
\_\_\_\_\_

This consent is valid until: \_\_\_\_\_  
(date not to exceed one calendar year)

I understand that I have the right to inspect, copy and challenge the contents of the school student records in question prior to release, and the right to limit any consent for the release of the school student records to designated records or designated portions of information in the school student records. I also understand that I have the right to revoke this consent, in writing, at any time.

For permanent record information:

- ☐ I certify that I am the Student named herein.
- ☐ I certify that I am the Parent or Guardian of the above-named Student, who has not yet reached the age of 18, graduated from secondary school, married or entered into military service.

For temporary record information:

- ☐ I certify that I am the Student named herein and that I am 18 years of age or older, have graduated from secondary school, am married or have entered into military service.
- ☐ I certify that I am the Parent or Guardian of the above-named Student, who has not yet reached the age of 18, graduated from secondary school, married or entered into military service.

---

Signature of Parent/Guardian or Student

---

Date

\* Except for the student and his/her parent, a person or entity to whom information is released **must not** permit any other person or entity to have access to the information without the prior specific, dated, written consent of the parent.

APPENDIX D

STATE OF ILLINOIS  
COUNTY OF \_\_\_\_\_

AFFIDAVIT

I, \_\_\_\_\_, BEING FIRST DULY SWORN, AFFIRM  
AND STATE AS FOLLOWS:

1. I am a \_\_\_\_\_ employed by/associated with  
Job Title  
\_\_\_\_\_ since \_\_\_\_\_  
Employer Date
2. I request permission to use the following school student records for the purpose of  
conducting research/statistical planning:  
\_\_\_\_\_  
\_\_\_\_\_
3. I acknowledge that no student or parent/guardian can be identified from the  
information contained in the requested records.
4. I agree to comply with all applicable statutes and rules pertaining to school student  
records and, further, affirm that copies of the statutes and rules have been made  
available to me so that I am fully knowledgeable of my responsibilities and my  
limitations in regard to the use of school student records.
5. I agree to comply with all applicable School District policies regarding school student  
records, and have been made aware of those policies.
6. If requested to do so, I will allow officials of the School District to supervise my  
activities in the conduct of the aforementioned research/statistical reporting/planning.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

APPENDIX E

**REQUEST FOR HEARING/CHALLENGE TO STUDENT RECORDS**

Date \_\_\_\_\_

The undersigned, \_\_\_\_\_,  
(Challenging Party)

being the \_\_\_\_\_ of \_\_\_\_\_,  
(Relationship to Student) (Student)

a student currently or formerly in attendance in this School District, hereby requests that the District amend the following education records of the Student (specify the records challenged):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the following reasons (specify the reasons for the challenge):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I will be contacted and that an informal conference will be held within 15 school days of the District's receipt of this Request.

\_\_\_\_\_  
Challenging Party's Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

The request for a hearing must be submitted in writing to the District and must contain notice of the specific entry or entries to be challenged and the basis of the challenge.

## Students

### Student Privacy/Parental Access to Information

#### Instructional Material

Upon request, a parent may inspect any instructional material used as part of the educational curriculum for his or her child. Such material will be made available for inspection within a reasonable time after an inspection request is received. For purposes of this policy, the term "instructional material" is defined as instructional content that is provided to a student, regardless of its format, including printed material, audio-visual material, and material in electronic or digital formats. The term "instructional material" does not include academic tests or academic assessments.

#### Surveys Created by a Third Party

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member. Such surveys will be made available for inspection within a reasonable time after an inspection request is received.

#### Surveys Requesting Certain Personal Information

Upon request, a parent may inspect any student survey requesting information about:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior 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 of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or his/her parent; or
8. Income (other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating, in accordance with the procedures set forth below.

When a student does participate in such a survey, his or her privacy will be protected through procedures designed to insure that his or her identity will not be disclosed.

Physical Exams or Screenings

Parents will receive prior notice of any nonemergency, invasive physical examination or screening that is--(1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening. For purposes of this policy, the term "invasive physical examination or screening" does not include hearing, vision or scoliosis screening.

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

1. Is administered in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. §1400, *et seq.*; or
2. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.

Collection of Personal Information for Marketing Purposes

For purposes of this section, the term "personal information" means individually identifiable information including: a student's or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

In connection with any instrument used to collect personal information for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose):

1. Parents will receive prior notification of the administration or distribution of any such instrument.
2. Upon request, a parent may inspect any such instrument prior to its administration or distribution. The instrument will be made available for inspection within a reasonable time after an inspection request is received.
3. A parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

The provisions of this section do not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or education institutions, such as the following:

- a. College or other postsecondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;



- c. Curriculum and instructional materials used by elementary and secondary schools;
- d. Student recognition programs;
- e. Student sales of products or services to raise funds for school- or education-related activities;
- f. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

#### Opt-Out/Inspection Request Procedures

Parents who wish to opt their children out of participation in one or more of the activities identified herein (surveys requesting personal information, collection of personal information for marketing purposes, and physical examinations or screenings as defined herein) must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

#### Notification of Policies and Special Events

The Superintendent or his/her designee shall notify students' parents of:

- 1. This policy, including the ability to obtain a copy of the policy, upon request, from the District office;
- 2. The procedures by which parents may opt their children out of activities as provided in this policy;
- 3. Inspection request procedures; and
- 4. The approximate dates on which the following activities are scheduled or are expected to be scheduled:
  - a. Surveys requesting personal information;
  - b. Collection of personal information for marketing purposes; and
  - c. Physical examinations or screenings as defined herein.

The notice shall be given at least annually, at the beginning of the school year, and within a reasonable time after any substantive change in this policy.

**Student Rights**

The rights provided to a parent under this policy transfer to the student when the student reaches 18 years of age or is an emancipated minor.

LEGAL REF.:       *Protection of Pupil Rights Act*, 20 U.S.C.A. §1232h

Adopted:           July 1, 2004

Revised:           March 5, 2007

**Administrative Procedures****Notice--Student Privacy/Parental Access to Information**

The following statement will be placed in all building student handbooks for distribution at the beginning of each school year. In the event no handbook is available, the building principal will ensure that all parents receive, at the beginning of the school year and/or at enrollment time, a copy of the following statement:

**Notice--Student Privacy/Parental Access to Information**

Board Policy No. 736 addresses student privacy and parents' rights to information relating to instructional materials, surveys, physical examinations/screenings, and collection of personal information for marketing purposes. Upon request, a parent/guardian may obtain a copy of Policy No. 736 from the District office. A summary of the policy is set forth below.

*Instructional Material:* Upon request, a parent may inspect any instructional material (as defined in Board Policy 736) used as part of the educational curriculum for his or her child.

*Surveys Created by a Third Party:* Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.

*Surveys Requesting Certain Personal Information:* Upon request, a parent may inspect any student survey requesting information about: (1) political affiliations or beliefs; (2) mental or psychological problems; (3) sex behavior 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; (7) religious practices, affiliations or beliefs; or (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior

notice of the survey and an opportunity to opt their children out of participating.

*Physical Exams or Screenings:* Parents will receive prior notice of any nonemergency, invasive physical examination or screening (as defined in Board Policy 736) that is--(1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening.

*Collection of Personal Information for Marketing Purposes:* In connection with any instrument used to collect personal information (as defined in Board Policy 736) for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

*Opt-Out/Inspection Request Procedures:* Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

*Additional Notice to Parents:* The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be scheduled: (1) surveys requesting personal information; (2) collection of personal information for marketing purposes; and (3) physical examinations or screenings as defined in Board Policy 736.

Adopted: July 1, 2004

Revised: March 5, 2007

**Students****Student Photographs**

Student photographs may be taken annually in each District school building and made available to the students' parent(s)/guardian(s). These pictures are a service only and parent(s) are under no obligation to purchase them.

Adopted: July 1, 2004

**Students**

**Fees and Fines**

A fee will be charged by District 131 for certain materials, supplies, and rentals associated with instructional and extracurricular programs.

Students will be expected to pay for any willful damage to school property or for the loss of school books and equipment.

Adopted: July 1, 2004

## **Students**

### **School Visitations by Non-School Personnel**

District 131 encourages parents/guardians, citizens and taxpayers to visit district schools. Parents of students attending a district school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed about the day-to-day operation of the school. In receiving visitors, district personnel will be cognizant of student welfare, safety and the continuity of the educational program.

Appointments for such visits should be made as a courtesy to the teacher and will result in less disruption of the educational program. If a parent/guardian wishes to confer with the teacher, an appointment should be made for a time outside of school hours. All visitors must report to the building principal's office upon first entering the school building. The following guidelines will govern school visits:

1. Visitors will pre-arrange school visits with the building principal at least 24 hours prior to the proposed visit. The principal may waive the 24-hour prior-notice requirement in order to accommodate visitations of prospective new students and their parents/guardians.
2. In the absence of unusual circumstances previously discussed with the building principal, school visits will be reasonable in length.
3. School visits generally will be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.
4. School visits to individual classrooms should be made only when the regularly assigned teacher is present.
5. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits or visitors as he/she considers necessary.
6. Visits to school by a student's friends and associates are not permitted except by special permission of the building principal and/or teacher, or in the case of a special event for which a general invitation has been issued. A student must obtain permission at least one day in advance for such visits, except when a special invitation has been issued.

The building principal will be responsible for making sure that District 131 parents/guardians are aware of this policy and for inviting them to visit his/her school --

thereby fostering a spirit of mutual cooperation that will benefit the students. Direct communication to homes, as well as the use of parent organizations and school meetings, to promote this policy are encouraged.

LEGAL REF.: Illinois School Code, Sec. 24-25 (105 ILCS 5/24-25).

CROSS REF.: 840

Adopted: July 1, 2004



**Students****Telephone Calls**

Students will not be called to the telephone during the school day except in cases of an emergency. Only messages of an urgent nature will be delivered to them during class time.

Students may not use the school office telephones except in cases of illness or with the permission of a teacher or other staff member.

Adopted: July 1, 2004