



# STUDENT & PARENT HANDBOOK 2022-2023



**EAST AURORA**  
SCHOOL DISTRICT 131



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# **EAST AURORA**

SCHOOL DISTRICT 131

## STRATEGIC PLAN

### MISSION

**Our purpose** is to educate and empower all students to reach their full potential.

### VISION

**Our future** graduates will be confident and productive global citizens committed to improving their community.

## GUIDING PRINCIPLES



### EDUCATIONAL EQUITY

Meet the diverse needs of all students by ensuring a safe and inclusive learning environment.



### OPERATIONAL EXCELLENCE

Utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability.



### COLLABORATIVE LEADERSHIP

Engage in continuous improvements through collaborative, student-focused, and data-driven leadership.



### STUDENT ACHIEVEMENT

Ensure the academic success of all students by closing the opportunity gap.

See our five-year plan at  
[d131.org/vision](https://d131.org/vision)



*Reach your full potential!*





AUGUST				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

DECEMBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

SEPTEMBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

MAY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		




OCTOBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

JUNE				
M	T	W	TH	F
			1	2
5*	6*	7*	8*	9*
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MARCH				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

	Non-Attendance Day for Students
	Half Day Student Attendance
	Late Start
*Student Emergency Days (If Necessary)	

## AUGUST

- 22 Institute Day
- 23 Institute Day
- 24 First Day for Students

## SEPTEMBER

- 5 No School - Labor Day - District Closed
- 15 Half Day for Students - School Improvement

## OCTOBER

- 10 No School - Columbus Day - District Closed
- 19 Half Day for Students - School Improvement
- 20 No School - Parent Teacher Conferences
- 21 No School - Parent Teacher Conferences
- 24 Start of Second Quarter

## NOVEMBER

- 8 No School - Election Day - District Closed
- 23-25 No School - Thanksgiving Break - District Closed

## DECEMBER

- 16 Half Day for Students - School Improvement
- 23-30 No School - Winter Break

## JANUARY

- 2-5 No School - Winter Break
- 6 No School - Institute Day
- 16 No School - Martin Luther King Jr. Day - District Closed
- 17 Start of Third Quarter

## FEBRUARY

- 20 No School - Presidents Day - District Closed

## MARCH

- 1 Parent Teacher Conferences
- 2 Half Day for Students
- 3 No School - County Institute Day
- 27-31 No School - Spring Break

## APRIL

- 3 Start of Fourth Quarter
- 7 Non-Attendance Day
- 13 Half Day for Students - School Improvement

## MAY

- 29 No School - Memorial Day - District Closed

## JUNE

- 2 Last Day of School - Half Day for Students - School Improvement
- 19 Juneteenth - District Closed

\* If no additional emergency days are used, the last day of school for students and staff will be June 2, 2023. In the event an additional emergency day is used, 6/2 will become a full day and 6/5 will be a half day of attendance for students. If all 5 emergency days are used, the last day of school for students and staff will be 6/9.



# SCHOOL SCHEDULE

## EAST AURORA SCHOOL DISTRICT 131

See below for 2022-23 school day. Visit [www.d131.org/school-schedule](http://www.d131.org/school-schedule) for all schedule information.

### Pre-K Half Day School Hours (Early Childhood Center, Child Service Center, and Oak Park)

School Schedule	Weekdays	School Schedule	Weekdays
*AM Start	8:15 AM	*PM Start	11:45 AM
AM End	10:45 AM	PM End	2:15 PM
*Pre-K snack included - Does not honor late start Tuesday			

### Pre-K Full Day School Hours (Early Childhood Center and O'Donnell)

School Schedule	Mon	Tue (Late Start)	Wed	Thu	Fri
*Start	8:00 AM	9:00 AM	8:00 AM	8:00 AM	8:00 AM
End	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
*Breakfast included					

### STEAM Academy School Hours (Benavides)

School Schedule	Mon	Tue (Late Start)	Wed	Thu	Fri
*Start	8:20 AM	9:20 AM	8:20 AM	8:20 AM	8:20 AM
End	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM
*Breakfast included					

### Elementary School Hours (Allen, Bardwell, Beaupre, Brady, Dieterich, Gates, Hermes, Johnson, Krug, Oak Park, O'Donnell, & Rollins)

School Schedule	Mon	Tue (Late Start)	Wed	Thu	Fri
Breakfast	8:00 AM	9:00 AM	8:00 AM	8:00 AM	8:00 AM
Start	8:30 AM	9:30 AM	8:30 AM	8:30 AM	8:30 AM
End	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM

### Middle School and Magnet Academy School Hours (Cowherd, Simmons, Waldo and Magnet Academy)

School Schedule	Mon	Tue (Late Start)	Wed	Thu	Fri
Breakfast	7:00 AM	8:00 AM	7:00 AM	7:00 AM	7:00 AM
Start	7:30 AM	8:30 AM	7:30 AM	7:30 AM	7:30 AM
End	2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM

### High School Hours (East Aurora High School and Extension Campus)

School Schedule	Mon	Tue (Late Start)	Wed	Thu	Fri
Breakfast	7:15 AM	8:15 AM	7:15 AM	7:15 AM	7:15 AM
Start	8:00 AM	9:00 AM	8:00 AM	8:00 AM	8:00 AM
End	3:20 PM	3:20 PM	3:20 PM	3:20 PM	3:20 PM

# Attendance Numbers

## To Report an Absence

Please use the following attendance numbers.

Parents must contact the school by 9 a.m. if their child is going to be absent.

ELEMENTARY SCHOOLS	
Allen	(630) 299-5204
Bardwell	(630) 299-5301
Beaupre	(630) 299-5380
Benavides	(630) 299-7560
Brady	(630) 299-5475
Dieterich	(630) 299-8284
Gates	(630) 299-5699
Hermes	(630) 299-8210
Johnson	(630) 299-5410
Krug	(630) 299-5281
Oak Park	(630) 299-8255
O'Donnell	(630) 299-8305
Rollins	(630) 299-5480

PRESCHOOL	
Early Childhood Center	(630) 299-7460
Gonzalez Child Center	(630) 299-7590

MIDDLE SCHOOLS	
Cowherd	(630) 299-7460
Simmons	(630) 299-7590
Waldo	(630) 299-8444

MAGNET ACADEMY	
Fred Rodgers	(630) 299-7186

HIGH SCHOOLS	
East Aurora High School	(630) 299-8102 or (630) 299-8104
East Aurora Extension	(630) 299-3084

*\*This handbook along with District Policies can be found online at [www.d131.org](http://www.d131.org).*

*\*Este manual, junto con las políticas del distrito se puede encontrar en línea en [www.d131.org](http://www.d131.org).*

# School Contact Information

## Preschools

### **Gonzalez Child Center**

1480 Reckinger Road, Aurora IL  
Phone: (630) 299-7590  
Fax: (630) 299-7904  
[gcc.d131.org](http://gcc.d131.org)

### **Early Childhood Center**

278 E. Indian Trail, Aurora IL  
Phone: (630) 299-7460  
Fax: (630) 299-7461  
[ecc.d131.org](http://ecc.d131.org)

## STEAM Academy

### **Benavides STEAM Academy**

250 E. Indian Trail, Aurora IL  
Phone: (630) 299-7560  
Fax: (630) 299-7561  
[benavides.d131.org](http://benavides.d131.org)

## Elementary Schools

### **Allen Elementary School**

700 S. Farnsworth Avenue, Aurora IL  
Phone: (630) 299-5200  
Fax: (630) 299-5201  
[allen.d131.org](http://allen.d131.org)

### **Dieterich Elementary School**

1141 Jackson Street, Aurora IL  
Phone: (630) 299-8280  
Fax: (630) 299-8281  
[dieterich.d131.org](http://dieterich.d131.org)

### **Krug Elementary School**

240 Melrose Avenue, Aurora IL  
Phone: (630) 299-5280  
Fax: (630) 299-5299  
[krug.d131.org](http://krug.d131.org)

### **Bardwell Elementary School**

550 S. Lincoln Avenue, Aurora IL  
Phone: (630) 299-5300  
Fax: (630) 299-5302  
[bardwell.d131.org](http://bardwell.d131.org)

### **Gates Elementary School**

800 Seventh Avenue, Aurora IL  
Phone: (630) 299-5600  
Fax: (630) 299-5601  
[gates.d131.org](http://gates.d131.org)

### **Oak Park Elementary School**

1200 Front Street, Aurora IL  
Phone: (630) 299-8250  
Fax: (630) 299-8251  
[oakpark.d131.org](http://oakpark.d131.org)

### **Beaupre Elementary School**

954 E. Benton Street, Aurora IL  
Phone: (630) 299-5390  
Fax: (630) 299-5399  
[beaupre.d131.org](http://beaupre.d131.org)

### **Hermes Elementary School**

1000 Jungels Avenue, Aurora IL  
Phone: (630) 299-8200  
Fax: (630) 299-8201  
[hermes.d131.org](http://hermes.d131.org)

### **O'Donnell Elementary School**

1640 Reckinger Road, Aurora IL  
Phone: (630) 299-8300  
Fax: (630) 299-8301  
[odonnell.d131.org](http://odonnell.d131.org)

### **Brady Elementary School**

600 Columbia Street, Aurora IL  
Phone: (630) 299-5425  
Fax: (630) 299-5474  
[brady.d131.org](http://brady.d131.org)

### **Johnson Elementary School**

1934 Liberty Street, Aurora IL  
Phone: (630) 299-5400  
Fax: (630) 299-5401  
[johnson.d131.org](http://johnson.d131.org)

### **Rollins Elementary School**

950 Kane Street, Aurora IL  
Phone: (630) 299-5480  
Fax: (630) 299-5481  
[rollins.d131.org](http://rollins.d131.org)

## Middle Schools

### **Cowherd Middle School**

441 N. Farnsworth Ave., Aurora IL  
Phone: (630) 299-5900  
Fax: (630) 299-5901  
[cowherd.d131.org](http://cowherd.d131.org)

### **Simmons Middle School**

1130 Sheffer Road, Aurora IL  
Phone: (630) 299-4150  
Fax: (630) 299-4151  
[simmons.d131.org](http://simmons.d131.org)

### **Waldo Middle School**

56 Jackson Street, Aurora IL  
Phone: (630) 299-8400  
Fax: (630) 299-8401  
[waldo.d131.org](http://waldo.d131.org)

## Magnet Acedemy

### **Fred Rodgers Magnet Academy**

157 N. Root Street, Aurora IL  
Phone: (630) 299-7175  
Fax: (630) 299-7188  
[magnet.d131.org](http://magnet.d131.org)

## Partnership Schools

### **Hope D. Wall School**

449 W. Indian Trail, Aurora IL  
Phone: (630) 301-5008  
Fax: (630) 844-4534  
[magnet.d131.org](http://magnet.d131.org)

## High Schools

### **East Aurora High School**

500 Tomcat Lane, Aurora IL  
Phone: (630) 299-8000  
Fax: (630) 299-8004  
[easthigh.d131.org](http://easthigh.d131.org)

### **East Aurora Extension**

1685 N. Farnsworth Ave, Aurora IL  
Door #3  
Phone: (630) 299-3084  
[extension.d131.org](http://extension.d131.org)



**EAST AURORA**  
SCHOOL DISTRICT 131

Dr. Jennifer Norrell, Superintendent of Schools  
Administrative Center  
310 Seminary Avenue • Aurora, IL 60505  
**d131.org • (630) 299-5554**

July 2022

Welcome to the 2022-2023 School Year!

The EASD 131 Parent-Student Handbook is designed to provide you with a resource for some of the basic information that you and your student will need throughout the school year. Please take time to read through and familiarize yourself with the items contained in this publication.

We know that when students, parents, teachers, and staff all work together, we can make this a wonderfully successful year and help our students reach their full potential.

Although this handbook is distributed electronically, you may receive a physical copy by requesting one from your school's principal at the start of the school year.

This handbook is updated annually, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect the handbook provisions will be posted on the district website, or through other communications. The district reserves the right to modify provisions of the handbook at any time, whenever it is deemed necessary.

If you or your child has any questions about any of the material in this handbook, please contact a teacher, the school counselor, or the principal.

Our teachers and staff are ready to help your child learn and grow while ensuring your child's school is safe, healthy, and the best place to learn.

Join me as we anticipate a successful and exciting year for your child. Thank you for your continued support.

Dr. Jennifer Norrell, Superintendent of Schools

*Reach your full potential!*

# About this Handbook

A public education is both a privilege and a right for each student. In order to bring together the privileges and rights of students, parents, the Board of Education, staff and residents of East Aurora School District 131, they must know what is generally expected of them in regard to students' rights and responsibilities. This handbook has been developed to assist parents and students by informing them of their responsibilities.

The Board of Education 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, staff assumes the supervisory role of parent/guardian to 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 staff with respect to the maintenance of control and discipline in the schools within the parameters of this policy.

## Board policies

This handbook summarizes various Board of Education policies, complete copies of which may be reviewed at the District office or on the District's website, [www.d131.org](http://www.d131.org). You are encouraged to refer to the Board's policy in its original form if you wish the precise standard which is followed by East Aurora School District 131 Administrators and Board of Education. Board policies and/or this handbook may be amended at any time without notice. In the event of a conflict between this handbook and Board policies or applicable law, the policies or law shall control.

## Equity Statement

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, District 131 will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that District 131 remains viewpoint neutral when granting access to school facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure found in Board Policy 2:260. All Board Policies are available online at the District's website.

## Behavior policies and procedures

The District has developed policies and procedures for the use of behavioral interventions for students with disabilities. A copy of the policy may be obtained from the school Principal's office or the Administrative Center, 310 Seminary Avenue, Aurora IL.

## Available copies

Copies of the Student-Parent Handbook shall be furnished to the parent or legal guardian of each student, and to each student, within fifteen (15) days after a student begins classes in the District.

## Terminology

Throughout the booklet, parent is used to refer to parent or legal guardian.

# Attendance

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. Regular attendance, coupled with student effort, is a critical factor 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 out on valuable instruction and discussion that is important for academic success, even though the written work is made up.

## Definitions

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

**"Valid cause"** for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student, as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**"Chronic or habitual truant"** shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

**"Truant minor"** is defined as a chronic truant to whom supportive services, including prevention, diagnostic intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

A **"dropout"** is defined as any child enrolled in grades 1 through 12 whose name has been removed from the District enrollment roster for any reason other than death, extended illness, graduation or completion of a program of studies, and who has not transferred to another public or private school.

**"Religion"** for the purposes of this Article, includes all aspects of religious observance and practice, as well as belief.

## Attendance

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

## Absenteeism

Attendance is considered an important part of each class grade. 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 the Illinois School Code, are:

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

All other absences will be considered unexcused, including vacations taken during school attendance days. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

## Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work, except as required by law.

## Absence Notification

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

## 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. This procedure will include, but not be limited to, conference with the student, his/her parent(s)/guardian(s), any school official(s), or other people who may have information. In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to:

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

## 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.

## Home and Hospital Instruction

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

A student who is unable to attend school because of pregnancy may be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage, when the student's physician indicates in writing. For information on home or hospital instruction, contact the Student Services Department or building administrator.

## Tardiness Notification

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 utilize the district wide student information system for recording absences and tardies. A tardy will be categorized as excused or unexcused as determined by building administration/designee. 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's main office immediately upon arrival, for authorization to report to class and to provide the reason for the tardiness.

## Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction that must take place during school hours. The student's parent/guardian must give written notice to the building principal at least five calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## Truancy

Truancy will be dealt with in a serious manner by the school and district. Students who miss 5 percent or more of the prior 180 regular school days (9 days) without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

## Referral of Chronic Truants

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. This procedure will include, but not be limited to, conference with the student, his/her parent(s)/guardian(s), any school official(s), or other people who may have information. In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to:

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

## Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution previously approved by the Superintendent or designee
2. The course is not offered at the student's high school
3. The student assumes responsibility for all fees (including tuition and textbooks)
4. The Building Principal approves the course in advance

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

A student may receive high school credit for successfully completing any of the listed courses or experiences below given pre-approval by the building principal or designee. Students assume responsibility for any fees, tuition, supplies or other expenses. Students are responsible for (1) providing documents that demonstrate successful completion of the course or experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences will count towards a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

1. Exchange Programs
2. Summer School and Independent Study
3. College Courses
4. Dual Credit Courses
5. Foreign Language Courses
6. Military Service

# Dress Code

## School Dress Code / Student Appearance

(PLEASE REFER TO YOUR INDIVIDUAL HOME SCHOOL FOR INFORMATION REGARDING DRESS CODE SPECIFIC TO YOUR BUILDING).

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Adherence to the dress code will be to the discretion of administration. Student dress (including accessories) may not:

- Advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Display lewd, vulgar, obscene language or symbols, including gang symbols. No clothing, jewelry (including earrings) or insignia should be, as determined by school officials, to be gang-related or a safety hazard.
- Hats, coats, bandanas/sweat bands & sunglasses may not be worn during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Footwear with cleats and wheels (heelies) are not permitted. Gym shoes must be worn for physical education classes.

If there is any doubt about dress and appearance, the building principal will make the final decision. Exception may be granted by the administration for health or weather-related reasons. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## Emergencies and School Closings

Parents will be expected to provide emergency contact information during registration. It is imperative that you keep this information current. If there is an emergency with a student, we must be able to reach the parents. Please make sure there are several alternative phone numbers on the emergency card. In cases of a general emergency affecting the operation of the schools, the district emergency calling system is activated and the radio stations are notified as to the status of a given situation.

### Emergency School Closings

In cases of bad weather and other emergencies, please check the district website ([www.d131.org](http://www.d131.org)) for more information on school closings, late start, or early dismissals. Parents who have a current phone number listed with the District will be notified by phone. Information will also be posted on the District's social media accounts: Facebook ([www.facebook.com/EASD131](https://www.facebook.com/EASD131)) and Twitter (@EASD131). In addition, school closures and late starts are reported to the Emergency Closing Center, which broadcasts the information on English and Spanish media stations.

The District makes every effort to reach a decision regarding school closures or a late start by 6 a.m. In the event that a late start is needed, please be aware that there is still a possibility that school will be cancelled. Every effort will be made to reach this decision by 7 a.m., and parents and students are encouraged to continue to monitor the district's website.

If bad weather or other emergency occurs during the day, please check the District's website ([www.d131.org](http://www.d131.org)) for more information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

## **Inclement Weather**

On days during inclement weather (rain, snow, cold temperatures, storms), students will be allowed into the building in the morning and may remain indoors during recess at the elementary schools.

## **Equal Access**

### **Accommodating Individuals with Disabilities**

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

### **Equal Opportunity and Sex Equity**

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

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

## **Extracurricular and Athletics**

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **Athletic Rules and Code of Conduct**

The Athletic Code herein applies to all students who want to participate in athletics. Athletics includes competitive extracurricular activities. This code applies, in addition to other rules and regulations concerning student conduct, and imposes additional requirements on student athletes.

### **Attendance for Athletics**

Students who are absent from school because of illness cannot practice or participate in any contests on the day that they are absent. Students must be in attendance one-half or more of their scheduled classes to be eligible to participate in practice or any contest that day.

If an athlete was absent from school for reasons other than illness (example: funeral, family member emergency, court appearance beyond student's control), he/she may participate with approval of the administration.

### **IHSA or IESA Eligibility**

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

## Requirements for Participation

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

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches, which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions; and
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances; and
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.
7. Shall annually review, sign, and return to the school a concussion and head injury information sheet prior to the first practice or competition.
8. Shall review the IHSA Concussion video at least once during each school year.

## Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules, the Athletic Code, or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

## Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and 24 hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on- and off-campus, and whether or not the misconduct occurs at school or a school-sponsored activity, or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

## Travel to Athletic Events

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian, and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

## Concussion Safety

### Student Concussions and Head Injuries

This policy and the provisions of the Youth Sports Concussion Safety Act (105 ILCS 5/22-80) referenced and incorporated herein apply to any interscholastic athletic activity, including practice and competition, sponsored or sanctioned by a school, the Illinois Elementary School Association, or the Illinois High School Association. The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic activity practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites listed below are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn. The statutory requirements for a student who has been removed from an interscholastic athletic practice or competition to return to practice or compete are as follows:
    - i. the student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, by a treating physician (chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician;
    - ii. the student has successfully completed each requirement of the return-to-play protocol established under this Section necessary for the student to return to play;
    - iii. the student has successfully completed each requirement of the return-to-learn protocol established under this Section necessary for the student to return to learn;

iv. the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and

v. the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:

1. have acknowledged that the student has completed the requirements of the return-to-play and return-to-learn protocols necessary for the student to return to play;
2. have provided the treating physician's or athletic trainer's written statement under subdivision (4) of this subsection (g) to the person responsible for compliance with the return-to-play and return-to-learn protocols under this subsection (g) and the person who has supervisory responsibilities under this subsection (g); and
3. have signed a consent form indicating that the person signing:
  - a. have been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;
  - b. understand the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and
  - c. consents to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191), of the treating physician's or athletic trainer's written statement under subdivision (4) of this subsection (g) and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the athletic trainer, as the case may be.

f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches and assistant coaches (whether volunteer or a District employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the Illinois High School Association's video about concussions.

5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

# Return to Learn Protocol

**RETURN TO LEARN PROTOCOL** applies to a student's return to the classroom after the student is believed to have experienced a concussion, whether or not the concussion took place while the student was participating in an interscholastic activity. When a student returns to school following a suspected concussion, the school team's responsibility is to (1) assess the student's needs, (2) design an intervention plan, (3) monitor the effectiveness of the plan, and (d) adjust and readjust until the student no longer has special needs resulting from the concussion.

A student who has sustained a concussion should be seen by a health care professional experienced in evaluating and treating concussions. Once a health care professional has given permission for the student to return to the classroom, the school shall monitor the student closely for concussion related symptoms, including, but not limited to, increased problems paying attention or concentrating; increased problems remembering or learning new information; longer time needed to complete tasks or assignments; difficulty organizing tasks or shifting between tasks; inappropriate or impulsive behavior during class; greater irritability; less ability to cope with stress; more emotional than usual; fatigue; difficulty handling a stimulating school environment; and physical symptoms such as headache, nausea, and dizziness. With proper permission, school officials should share any such observations with the student's family and other professionals involved in the student's recovery.

Providing appropriate support for a student returning to school after a concussion requires a collaborative team approach.

The "school team" shall include: the student; the parents and/or guardians; other caregivers such as coaches or day-care providers; physician and/or other health care professional; school nurse; all teachers interacting with the student; school psychologist and/or school counselor; speech language pathologist; school principal or other school administrator; and if the student is an athlete, his or her coach or other athletic staff.

Someone on the team shall be identified as a "case manager," such as a school nurse, school psychologist, school counselor, speech pathologist, teacher, or other identified school professional. The case manager shall have the role of advocating for the student's needs, and shall serve as the primary point of contact with the student, family, and all members of the team.

The school team can best support the student's return to learn and recovery by understanding possible concussion effects, and providing the student with needed accommodations and support.

Once a student has returned to the classroom, the goal is to limit cognitive activity to a level that is tolerable for the student and that does not worsen or result in the reemergence of concussion symptoms. The school team shall engage in regular monitoring of the student for concussion-related symptoms, and consider input from the student as well.

A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

<b>Headaches</b>	<ul style="list-style-type: none"><li>• Allow to lay head down at desk</li><li>• Allow frequent breaks</li><li>• identify triggers that cause headaches to worsen</li></ul>
<b>Sensitivity to noise (Phonophobia)</b>	<ul style="list-style-type: none"><li>• No PE, Band, Chorus, Shop Class; meet in library</li><li>• Avoid lunch room; eat in quiet setting</li><li>• Avoid attending athletic events; gymnasiums allow early hall pass to class avoiding loud corridors</li><li>• Refrain from using cell phone, headphones/ear buds</li></ul>
<b>Sensitivity to light (Photophobia)</b>	<ul style="list-style-type: none"><li>• Allow to wear sunglasses</li><li>• Move to area with low-lighting, dimly-lit room</li><li>• Avoid seating with direct sunlight from windows</li><li>• Avoid or minimize bright projector/computer screens</li></ul>

<b>Other visual problems I.E. blurred or double vision, saccadic eye movements (tracking), near-point convergence (close-up)</b>	<ul style="list-style-type: none"> <li>• Limit computer use</li> <li>• Reduce/shorten reading assignments, record lectures, use auditory learning apps, allow for more listening and discussion vs reading</li> <li>• Increase font size on computer screens</li> </ul>
<b>Concentration or memory (Cognitive)</b>	<ul style="list-style-type: none"> <li>• Place main focus on essential academic content/concepts</li> <li>• Postpone major tests or participation in standardized testing</li> <li>• Allow extra time for assignments, quizzes</li> <li>• Allow extra time to complete tests, projects</li> <li>• Reduce class assignments, homework</li> </ul>
<b>Sleep difficulties</b>	<ul style="list-style-type: none"> <li>• Allow late start to school</li> <li>• Allow frequent rest breaks</li> </ul>

**If recovery becomes more prolonged there may be greater concern for a student developing depression and anxiety. Additionally, a 504 plan or an IEP may need to be considered for those having persisting symptoms and/or a prolonged recovery. Additional Strategies for Addressing Concussion Symptoms at School:**

#### **Cognitive:**

- Concentrate first on general cognitive skills, such as flexible thinking and organization, rather than academic content.
- Focus on what the student does well and expand the curriculum to more challenging content as concussion symptoms subside.
- Adjust the student's schedule as needed to avoid fatigue; shorten day, time most challenging classes with time the student is most alert, allow for rest breaks, reduce course load.
- Adjust the learning environment to reduce identified distractions or protect the student from irritations such as too-bright light or loud noises.
- Use self-paced, computer-assisted, or audio learning systems for the student having reading comprehension problems.
- Allow extra time for test/in-class assignment completion.
- Assist the student in creating a list of tasks.
- Assign a peer to take notes for the student.
- Allow the student to record classes. Increase repetition in assignments to reinforce learning.
- Break assignments down into smaller chunks and offer recognition cues.
- Provide alternate methods for the student to demonstrate mastery, such as multiple-choice or allowing for spoken responses to questions rather than long essay responses.

#### **Behavioral/Social/Emotional:**

- If the student is frustrated with failure in one area, redirect him/her to other elements of the curriculum associated with success.
- Provide reinforcement for positive behavior as well as for academic achievements.
- Acknowledge and empathize with the student's sense of frustration, anger, or emotional outburst.
- Provide structure and consistency across classes.
- Remove a student from a problem situation, but avoid characterizing the removal as punishment and keep the duration brief.
- Establish a cooperative relationship with the student, engaging him/her in any decisions regarding schedule changes or task priority setting.
- Involve the family in any behavior management plan.
- Set reasonable expectations.
- Arrange preferential seating, such as moving the student away from windows, talkative peers, or closer to the teacher.

## RETURN TO LEARN PROTOCOL

### Possible Levels of Instructional Modifications and Potential Academic Accommodations

<b>No school (stay home)</b>	Discourage texting, video gaming, watching TV, using cell phone, listening to music with headphones; no homework or computer use; cognitive “shut down” use darkened, quiet room
<b>Limited school attendance</b> (half days/part-time); maximum accommodations; able to tolerate up to 30 minutes mental exertion	Limit/partial class attendance; no PE; periodic rest; breaks away from class in a quiet area; allow to lay head down at desk; limit/modify academic classwork; no major/ standardized testing; provide extra help; peer note taking; clear desk and listen; extra time for quizzes in a quiet area; extra time for assignments; modify assignments; minimal or no homework
<b>Full-day attendance</b> (limit class attendance); moderate accommodations; able to tolerate up to 45 minutes mental exertion	No PE; limit class attendance in academically challenging classes; no major/standardized test; modified testing; rest periods in classroom as needed; extra time for assignments and quizzes as needed; limited homework, i.e. less than 30 minutes
<b>Full class attendance;</b> minimal accommodations; able to tolerate up to 60 minutes mental exertion	No PE; increase return to normal class and workload; begin working on missed work/assignments; moderate homework, i.e. less than 60 minutes
<b>Full academics;</b> No accommodations	Resume normal homework assignments; identify essential content and assignments to make up; develop realistic timeline for completing assignments; re-evaluate weekly until assignments are completed; when indicated by school's athletic trainer or licensed health care provider, start step 2, return-to-learn progression

# Return to Play Protocol

**RETURN TO PLAY PROTOCOL** applies whenever a student seeks return to interscholastic athletics practice or competition following a force or impact believed to have caused a concussion. After sustaining a concussion, a student should only return to sports practices or competitions with the approval and under the supervision of their health care provider. When available, the school's certified athletic trainer should work with the student's health care provider when a student is returning to play.

Pursuant to the Youth Sports Concussion Safety Act (105 ILCS 5/22-80) and Board Policy 7:305, a student must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition: 1) a coach; 2) a physician; 3) a game official; 4) an athletic trainer; 5) the student's parent or guardian or another person with legal authority to make medical decisions for the student; 6) the student; or 7) any other person deemed appropriate under this Return to Play Protocol.

If student is unconscious and non-responsive, the coach/athletic trainer will immediately call 911 (paramedics) and the actions listed below will be taken. The coach/athletic trainer will accompany the student to hospital if parent(s) cannot arrive at site in a timely manner.

## **Action to be taken once a student is removed from interscholastic athletics practice or competition:**

1. The coach/athletic trainer will remove the student from the activity.
2. The coach/athletic trainer will call parents/guardians and go over the concussion symptoms and provide concussion literature (if readily available) and will direct parents to the district web-site for further information.
3. The coach/athletic trainer will remain with the student throughout and until parents/guardians arrive.
4. The coach/athletic trainer will contact the school's nurse/health assistant via phone, and/or e-mail and will detail the extent of the injury.
5. Upon return to school, the student must present a licensed physician's note to school nurse/health assistant.
6. The licensed physician's note must specify the extent of injury and if student can return to learn/return to play in conjunction with the District's Return to Learn/Return to Play Protocols.
7. The school nurse/health assistant will communicate with the student's licensed physician to review student's condition and recommendation to Return to Learn/ Return to Play.
8. The school nurse/health assistant will communicate with the necessary teacher(s) and coach(s) regarding the student's condition and recommendation regarding Return to Play/Return to Learn.
9. Teacher(s) and coach(s) must adhere to the recommendation(s) of the licensed physician and in conjunction with the District's Return to Learn/Return to Play Protocols.
10. The school nurse/health assistant will contact the District's Athletic Trainer (High School only) regarding a Return to Play program in collaboration with Return to Learn Protocol.
11. The school nurse/health assistant will incorporate the High School's Return to Learn/ Return to Play Protocols.
12. Students will only need help through informal, academic adjustments as they recover from a concussion. However, students with ongoing symptoms, a variety of formal support services may be available to help them during their recovery. The type of support will differ based on the needs of each student.
13. Students diagnosed with concussions may need a 504 Plan and/or individualized plan. The school nurse/health assistant, athletic trainer (if applicable), and appropriate staff will determine plan.
14. The school nurse/health assistant will determine each level of success until full completion.
15. The nurse/health assistant will have the parents/guardians sign off on the Post-Concussion Consent Form.

In addition, below are five gradual steps recommended by the Centers for Disease Control and Prevention ("CDC") that the parents, coach, along with nurse/health assistant and athletic trainer (if applicable), should follow to help safely return an athlete to play. The CDC advises that this is a gradual process. Accordingly, these steps should not be completed in one day, but instead over days, weeks, or months.

## **5-Step Return to Play Progression Recommended by the CDC**

It is important for an athlete's parent(s) and coach(s) to watch for concussion symptoms after each day's return to play progression activity. An athlete should only move to the next step if they do not have any new symptoms at the current step. If an athlete's symptoms come back or if he or she gets new symptoms, this is a sign that the athlete is pushing too hard. The athlete should stop these activities and the athlete's medical provider should be contacted. After more rest and no concussion symptoms, the athlete can start at the previous step.

### **Baseline: Back to School First**

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has the green-light from their health care provider to begin the return to play process.

### **Step 1: Light aerobic activity**

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

### **Step 2: Moderate activity**

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight from their typical routine).

### **Step 3: Heavy, non-contact activity**

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

### **Step 4: Practice & full contact**

Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### **Step 5: Competition**

Athlete may return to competition.

In addition, pursuant to the Youth Sports Concussion Safety Act (105 ILCS 5/22-80) and Board Policy 7:305, a student removed from an interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused a concussion until:

1. the student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, by a treating physician (chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician;
2. the student has successfully completed each requirement of the return-to-play protocol established under this Section necessary for the student to return to play;
3. the student has successfully completed each requirement of the return-to-learn protocol established under this Section necessary for the student to return to learn;

4. the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
5. the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:
  - a. have acknowledged that the student has completed the requirements of the return-to-play and return-to-learn protocols necessary for the student to return to play;
  - b. have provided the treating physician's or athletic trainer's written statement under subdivision (4) of this subsection (g) to the person responsible for compliance with the return-to-play and return-to-learn protocols under this subsection (g) and the person who has supervisory responsibilities under this subsection (g); and
  - c. have signed a consent form indicating that the person signing:
    - i. has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;
    - ii. understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and
    - iii. consents to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191), of the treating physician's or athletic trainer's written statement under subdivision (4) of this subsection (g) and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the athletic trainer, as the case may be.

A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

## Field Trips

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

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

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

## Grading

We believe students, parents, educators, and the community share the responsibility for education in our schools. The function of the school and the community is to provide learning experiences that will afford each child the opportunity to achieve optimum mental, social, physical, emotional, and moral growth, and to assist each child on acquiring the skills, attitudes, and knowledge essential for competent citizenship and effective living.

We recognize each child as a unique individual, having certain interests, abilities, rate of learning, style of learning, and different needs, which must be considered in a child-centered educational program, if each child is to be challenged to his maximum educational potential.

Therefore, in keeping with this philosophy, the District dedicates itself to the fair and equitable assessment of each student's performance. The issuance of progress reports provides an intermittent indicator, continuous evaluation of student performance, informs students and their parents of student progress, and provides a basis for bringing about change.

## Homework

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

## Graduation Requirements

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

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions to implement this policy.

## Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they meet all graduation requirements.

## Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

## Grading and Promotion

Grading and Promotion and grade reports are issued to students on a nine-week basis. Ongoing monitoring of student grades is available online through the parent portal at [www.d131.org](http://www.d131.org). For parent portal access codes, please contact the school office or building's parent liaison. For questions regarding grades, please contact the classroom teacher.

## Grading Scale

The issuance of grades on a regular basis serves to promote a process for continuous evaluation of student performance, to inform students and parents of progress, and to provide a basis for bringing about any necessary change in student performance, should such change be deemed necessary.

# Grading Scale/Descriptors

The Letters A, B, C, D, and F will be used to report progress in Grades 1-8. The descriptors of these five marks are as follows:

Grade	Percentage	Indicates
A	100% - 90%	Outstanding progress, Applies and transfers essential skills
B	89% - 80%	Good progress, Goes beyond essential skills
C	79% - 70%	Acceptable progress, Learns essential skills, Completes work
D	69% - 60%	Minimal progress, Learns some essential skills, Incomplete work
F	59% or below	Unacceptable progress, Has not learned essential skills

High School: Grades 9-12

Grade	Percentage
A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% -50%

## Guidance and Counseling

The middle and high schools provide academic and social-emotional counseling services for students. The school's counselors are available to those students who require additional assistance.

High school: The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career oriented information. Representatives from colleges and universities, occupational training institutions and career oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## Internet Use

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or student discipline. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final. Students are expected to adhere to the student code of conduct while on campus as well as in virtual environments.

### Acceptable Internet Use

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

**Acceptable Use** - Access to the electronic network must be:

- For the purpose of education or research, and be consistent with the District's educational objectives.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network.

Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;

- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

## Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual.

Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

## Vandalism

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

## Warranties

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

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

## Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

## Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an education tool.

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

Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the District's email system constitutes consent to these regulations.

## Student Data Privacy Notice (on the next page)

# Student Data Privacy; Notice to Parents About Educational Technology

## Annual notice to Parents about Educational Technology Vendors under the Student Online Personal Protection Act

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

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

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

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

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

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

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

# 1-1 Student Device Responsibility Plan

East Aurora School District 131 is proud to deliver 1:1 technology to our students. Depending upon the grade level, your child has been issued either an iPad or a Chromebook including charging cord. Your child is responsible for the device at all times. Students are expected to come to school with a fully charged device every day. Should your device need technical support, the device and the charger are to be brought back to the homeschool for technical support.

## Damage Fees

In the event of damage to an iPad or a Chromebook, district administrative procedures require a charge to be assessed to cover the repair or replacement cost of the device. Should a device become broken due to neglect or intentional damage, the district may charge the student the cost of the repair. Students who repeatedly cause intentional damage are also subject to disciplinary action in accordance with existing District discipline policies. The fees described below are based on use of an East Aurora Device and any damage to it, whether accidental or intentional, after it has been issued to the student.

## Accidental Damage to District Laptop, Chromebook, or iPad

Accidental damage to the screen, charger, case, or keyboard.

1<sup>st</sup> Incident: \$25.00  
2<sup>nd</sup> Incident: \$50.00  
3<sup>rd</sup> Incident: \$75.00

\*Lost iPad charger replacement cost is \$10.00 per occurrence.  
This damage assessment structure resets at the end of every school year.

## Damage Due to Neglect or Vandalism

The building administration will investigate if there is the suspicion of vandalism and/or neglect. Discipline referrals will be made in all incidents of neglect or vandalism.

1<sup>st</sup> Offense: \$50.00  
2<sup>nd</sup> Offense: \$75.00  
3<sup>rd</sup> Offense: \$100.00

## Lost or Stolen

Lost devices must be reported immediately and are the responsibility of the student who has been issued the device. The device replacement cost or fee will be assessed at a prorated schedule based on a 4-year life cycle.

A stolen device must be immediately reported to the police, with a prompt follow-up report made to the main office of the students' home school. A copy of the police report must be given to the district. Financial responsibility and possible disciplinary referral will be based on the outcome of the investigation.

# Legal Notices

## Annual Asbestos Notification

East Aurora School District 131 has initiated a thorough asbestos removal and monitoring program, which fully complies with the requirements of the State of Illinois and the Asbestos Hazard Emergency Response Act. Complete records of the work being done at each school are kept in the office of the principal of each school and the office of the Buildings and Grounds Department. You may examine these records at the school by calling the principal's office or the Buildings and Grounds office for an appointment during normal school hours.

In addition, a complete record of the asbestos removal and monitoring work being done in East Aurora District 131 is available for your inspection in the Business Office at the School Service Center. This notice, as those in past years, is simply a periodic update of the status and activity of asbestos removal and monitoring within the school district.

## Medicaid Billing and Reimbursement Notification

Each year, the Illinois Department of Public Aid reimburses the East Aurora School District 131 for services provided to students with special needs who are eligible for Medicaid, also known as Kid Care. These diagnostic and therapeutic services include speech and language therapy, psychological evaluations, occupational and physical therapy, school health care, and social work services.

This is a source of federal funds approved by the United States Congress to help school districts maintain and improve special education services. These claims have no impact on a family's ability to receive Medicaid funding.

## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does 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 educational institutions.)
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. District 131 will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. District 131 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. District 131 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. District 131 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Notice of Non-Discrimination

District 131 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Jalitza Martinez, Assistant Superintendent of Staff and Student Services  
Address: 310 Seminary Avenue, Aurora, IL., 60505  
Telephone No.: (630) 299-5515

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

# Operational Services

## Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

## Pesticide Notification Request

East Aurora School District 131 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please sign the next page.

If you have any questions or comments, please contact the Director of Buildings and Grounds.

## **East Aurora School District 131**

### **Request for Pesticide Application Notification**

I would like to be notified two days before the use of pesticides at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practical.

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

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

# Sex & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

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

## Sex Offender Notification Law

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

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

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

Any time a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

## Sex Equity

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

## Standardized Testing

Students and parents/guardians should be aware that students in grades 3-11 will take state standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing. The quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Parents can assist their students achieve their best performance by doing the following:

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

# Lunchroom

## Free Meals

District 131 participates in the Community Eligibility Program (CEP), an option available to schools participating in the National School Lunch and School Breakfast Programs. All of our schools participate in the CEP program and are able to provide healthy breakfasts and lunches each day at no charge for all students during the school year.

# Medical Concerns

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

(District Policy 7:100 and cross reference IPA Model 5-10)

### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "riskassessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parent's/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students from out-of-state who register after October 15 of the current school year shall present a physical exam completed within one calendar year. He or she shall also present proof that an appointment for the required vaccinations has been scheduled with a party authorized to submit proof of the required vaccinations. If the proof of the vaccinations required is not submitted within 30 days after the student is permitted to attend classes, then the student is not permitted to attend classes until proof of the vaccinations has been properly submitted.

## Physical Examinations

According to state law, health examination and immunizations are required immediately prior to, or upon entrance into, kindergarten (or first grade) and upon entrance into sixth and ninth grades.

Students new to the district who have not had a health examination in kindergarten, first, sixth or ninth grade, or who cannot present a report from the school previously attended, shall be required to have the examination within one calendar year and present the report. Students from other countries shall have examinations completed no more than one year prior to entrance date. The physical examination form, supplied by the school, is to be completed and filed with the nurse's office no later than October 15 or whatever date set by the district. Failure to comply with this law will result in the child being excluded from school until the physical and immunization reports are received by the school. After three days of exclusion, such cases will be referred to the Superintendent of the Regional Office of Education for truancy.

If a student's religion prohibits a physical examination, a card must be filed at the school. The individual shall not then participate in voluntary or informal activities which require physical examinations, such as athletics. State law requires that exempting a student from a physical examination does not exempt him from participating in the program of physical education and training provided for in the State School Code. Vision and hearing screenings are periodically administered to students during the school year. Parents will be notified in cases where a more thorough vision/hearing is deemed necessary.

## Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

## Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

## Student Health and Wellness Services

(630) 299-8156 or (630) 299-8118

### Nurse

If there is a reason for your child to take medication during the school day, please follow the rules as stated below:

- Medication must be brought to the school in a container appropriately labeled by the pharmacy. It is to be clearly marked with the child's name, medication and instruction.
- Medications are kept in the school office, and the child takes his own medication under supervision.
- No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medication unless the Authorization and Permission for Administration of Medication form has been filed with the school district which will forward it to the certificated school nurse, registered nurse, or the designated administrator.
- The Authorization and Permission for Administration of Medication form must be renewed annually at the beginning of each school year. This form is available from the nurse, who is located in room 098.

## Accident Reports

Accidents in class should be reported to the teacher immediately. If there is an injury to a student as a result of an accident, the classroom teacher will send the student to the school nurse so that the injury can be checked by the nurse. The staff member supervising an injured student will fill out an accident report.

## Homebound Services

Students who will be absent because of illness for more than two weeks may be eligible for homebound services. The school nurse should be contacted for complete details and required forms.

## Tomcat Health Center

The goal of the Tomcat Health Center is to improve the physical and emotional health of students attending East High School and to teach them life-long positive health behaviors. School and sports physicals as well as immunizations and sick care are available at the health center by a VNA doctor or nurse practitioner. **Students must have a signed parental/guardian consent form on file before they can receive services at the school based health center.**

The staff of the health center considers parental involvement vital. Every student is encouraged to involve parent(s)/guardian(s) in health care decisions. However, confidentiality between the student and the health care provider will be ensured in specific service areas designated by the law, and will not be discussed with the parent/guardian unless the student agrees. **Additional information is available in the Tomcat Health Center in room 097 or by calling (630) 299-8023.**

## Student Accident Insurance

Student Accident Insurance is offered to all parents for purchase. At the time of this printing, the current Policy Benefits and Premiums are not available. Copies should be available at Registration/Schedule Pick-up. If they are not available, please contact your school office to obtain a copy of the policy information for the current school year.

**A SAMPLE of costs are shown below:**

*NOTE: Premium amounts are subject to change each school year. The amounts shown below are examples ONLY.*

Premiums (One-Time Payment)			Standard Plan	Deluxe Plan
School-time Accident Coverage	Students	Grades PreK-8	\$23.00*	\$52.00*
		Grades 9-12	\$46.00*	\$105.00*
24-hour Accident Coverage	Students	Grades PreK-12	\$125.00*	\$275.00*
Optional Football ONLY Accident Coverage	Per Player	Grades 9-12 ONLY	\$162.00*	\$396.00*

## Exemptions

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

1. Religious or medical grounds if the student's parents/guardians present a signed statement explaining the objection to the Director of Student Services;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

## McKinney-Vento Supports

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

## **Administering Medicines to Student's**

District Policy 7:270 (Cross Reference IPA Model 5-20)

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

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

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

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

## **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

## **School Medication Authorization Form**

Controlled medication will be accepted with only a school month's dosage provided to the school health office at any given time. Any and all medications not picked up by the parents/guardians will be discarded at the end of the school year. Students will not be permitted to bring medication on or off school grounds, except for an epinephrine autoinjector or asthma inhaler.

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. A medication authorization form must be completed and signed by the child's physician and parent. We cannot accept verbal permission from parents or the physician.

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

## **IHSA Video and Link on CPR and AED**

The IHSA provides an instructional video on Hands-Only Cardiopulmonary Resuscitation and Automated External Defibrillators. District 131 encourages parents along with their families to watch the video that is accessible on the D131 website, [www.d131.org](http://www.d131.org) under the Athletic tab and at <http://www.ihsa.org/Resources/Sportsmedicine/CPRTraining.aspx>.

## Students with Food Allergies

State law requires all school districts to annually inform parents of students with life-threatening allergies or lifethreatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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

## Students with Diabetes

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

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

## Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

If your child shows any symptoms of illness - runny nose, cough, sore throat, red eyes, skin eruptions - please do not send him/her to school. A mild illness in your child could very well amount to a serious illness in another child. When a communicable disease occurs, admittance back to school will be controlled by the requirements in the Rules and Regulations for the Control of Communicable Diseases, State of Illinois and Department of Public Health.

Disease	Exclusion from School
Rubella (German Measles)	At least four days after the appearance of the rash.
Chicken pox	Not less than six days after the appearance of the last eruption.
Mumps	Until nine days after onset of swelling
Rubella (Red Measles)	Until seven days after appearance of rash.
Whooping Cough, Hepatitis, Infectious Mononucleosis, Meningitis Diphtheria, Small Pox, Polio, Scabies, Ringworm of the Scalp	Serious diseases. Doctor's signed permission to return to school.
Pink eye, Conjunctivitis, Impetigo, Ringworm of Skin	Signed permission from the doctor. May return under treatment.

## Medical Health

**First Aid:** First aid is given for minor injuries at school. For your child's welfare, inform the school of any unusual health conditions relating to your child.

**Health:** Nurses make no diagnosis but recommend that children be taken to their family doctor for a health problem. If a child becomes ill and it is necessary for him to go home, someone will have to pick up the child at school. Keep the school informed at all times where someone may be reached in the event of an emergency. Children who show any of the following symptoms should not be in school:

- Vomiting
- Sore throat or earache
- Swollen glands
- Fever
- Skin eruptions or rash (possible measles, chicken pox or other communicable diseases)
- Redness and drainage from eyes
- Thick yellow drainage from nose

A child with a cast, splint, sling, or crutches needs a doctor's note to be excused from participation in PE.

## Head Lice

Students who are found to have live lice are sent home with their parents for treatment. Students who are found to have nits will have their parents notified and the student will be permitted to remain in school. Evidence of treatment should be presented to the health office at the time the student returns to school.

## Drug Prevention Procedures

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The schools incorporate the effects of drugs and alcohol into the health curriculum at each grade level. The approach is preventive in nature. However, if any student is in need of counseling and rehabilitation, information may be obtained from the school principal, nurse, social worker and/or counselor. Programs are available for students within the school and/or community needing assistance. A list of local resources for substance abuse counseling and treatment is available upon request.

## **If you or someone you know needs help or wants to discuss mental health concerns, contact:**

- Dial 988 to reach the Suicide and Crisis Lifeline
- Text HOME to 741741 to reach the Crisis Text Line
- Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)

## **Parent Involvement**

In order to build a strong program under Title I of the Elementary and Secondary Education Act that meets the needs of those students selected for the program, East Aurora School District 131 will implement programs, activities, and proceedings for the involvement of parents/guardians in programs of students receiving services, or enrolled in programs.

### **Title Information**

The purpose of the Title I program (ESEA, Improving America's Schools Act of 1994, P.L. 103-382) is to enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the state performance standards developed for all children. This purpose shall be accomplished by:

- Ensuring high standards for all children and aligning the efforts of the states, local education agencies, and schools to help children served to reach such standards;
- Providing children an enriched and accelerated educational program, including, when appropriate, the use of the arts, through school wide programs or through additional services that increase the amount and quality of instructional time so that children served receive at least the classroom instruction that other children receive;
- Promoting school-wide reform and ensuring access of children (from the earliest grades) to effective instructional strategies and challenging academic content that includes intensive complex-thinking and problem-solving experiences;
- Upgrading the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
- Coordinating services under all parts of this title with each other, with other educational services, and to the extent feasible, with health and social service programs funded from other sources;
- Offering parents meaningful opportunities to participate in the education of their children at home and at school;
- Distributing resources, in amounts sufficient to make a difference, to areas and schools where needs are greatest;
- Improving accountability, as well as teaching and learning, by using state assessment systems designed to measure how well children served with these funds are achieving state performance standards expected of all children; and providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance.

## Title Schools Notice

In schools receiving certain federal funds, a parent may request information regarding the professional qualifications of his/her child's classroom teacher(s), including information about:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents who wish to obtain such information must submit a written request to the District office, directed to the Superintendent. The request must identify the information sought, and the staff member(s) about whom the information is requested.

For schools receiving Title I funds, the District will provide staff qualification information within a reasonable time after receiving a written request in accordance with the above paragraph.

## District-Level Parent Involvement Policy

East Aurora School District 131 will develop jointly with, agree on with, and distribute to parents of participating children a written District-level parental involvement policy. Both parents/guardians and teachers directly involved with the program are encouraged to cooperatively design, plan, and implement the program.

District efforts to provide an opportunity for parent/guardian involvement at the District level will include the following:

- The District will involve parents/guardians in the joint development of the District's plan to help lowachieving children meet challenging achievement and academic standards, and in the process of school review and improvement, by utilizing measures which may include some or all of the following:
- Establishing a District-level committee with parent/guardian liaisons from each school building as well as representatives from other impacted programs;
- Establishing meaningful, ongoing two-way communication between the District, staff and affected parents/guardians;
- Developing a District newsletter to communicate to parents/guardians about the plan and to seek their input and participation; and/or
- Training personnel on how to collaborate effectively with families with diverse backgrounds that may impede parent's/guardians participation (e.g. illiteracy or language difficulty).

The District will provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent/guardian involvement activities to improve student academic achievement and school performance, by utilizing measures which may include some or all of the following:

- Providing ongoing District-level workshops to assist District schools in planning and implementing improvement strategies;
- Establishing training programs for building liaisons to bring the communication and facilitation skills to the District schools that they represent;
- Providing information to parents/guardians about the various assessment tools and instruments that will be developed to monitor progress; and/or
- Seeking input from parents/guardians in developing workshops.

The District will coordinate and integrate parent/guardian involvement strategies under this policy with parent/guardian involvement strategies under other programs, (such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs), by utilizing measures which may include some or all of the following:

- Involving District and building representatives from other programs to assist in identifying specific population needs; and/or
- Sharing data from other programs to assist in developing new initiatives to improve academic achievement and school improvement.

The District will conduct, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent/guardian involvement policy in improving the academic quality of the schools served under Title I, including identifying barriers to greater participation by parents/guardians in activities authorized hereunder (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parent/guardian involvement, and to revise, if necessary, the parent/guardian involvement policies described in this section, by utilizing measures which may include some or all of the following:

- Evaluating the effectiveness of the content and communication methods through a variety of methods, including: focus groups, surveys, workshops, and informal coffees with District and building administrative staff, parents/guardians, and teachers;
- Identifying barriers to effective evaluation by language support or other assistance as needed; and/or
- Identifying potential policy changes to revise and improve program(s).

The District will involve parents/guardians in the activities of the schools served under Title I, by utilizing measures which may include some or all of the following:

- Providing communication and calendar information to parents/guardians of upcoming meetings, discussions or events and encouraging their participation; and/or
- Providing building principal and PTO coordination of events.

The District will provide for the maximum practical involvement of parents of children in transitional bilingual education programs. The district shall, accordingly:

- Establish a parent advisory committee which affords parents the opportunity to effectively express their views and which ensures that such programs are planned, operated, and evaluated with the involvement of, and in consultation, with parents of children served by the programs.
- Such committees shall be composed of parents of children served by the programs.
- Such committees shall be composed of parents of children enrolled in transitional bilingual education programs, transitional bilingual education teachers, counselors, and representatives from community groups; provided, however, that a majority of each committee shall be parents of children enrolled in the transitional bilingual education program. (ISBE School Code Sec. 14C-10. Parent and community participation)

## School-Level Parental Involvement

Each Building Principal or his/her designee will also develop with, and distribute to, parents/guardians of participating children a written a school-level parental involvement policy, agreed on by such parents/guardians, according to Title I requirements. Parents/guardians will be notified of this school-level parental involvement policy in an understandable and uniform format and, to the extent practical, in a language they can understand. The policy will also be made available to the local community and updated periodically to meet the changing needs of the parents/guardians and the school.

### Policy Involvement

Each school served under Title I will:

Convene an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved. In connection therewith, the building principal or his/her designee may:

- Invite all parents/guardians of participating children to the annual meeting at school;
- Explain the rights of parents/guardians to be involved in establishing this compact;
- Introduce and involve the building representatives on the District-level committee;
- Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns;
- Indicate the mechanisms by which the committee work will be communicated;
- Seek the involvement and input of parents/guardians; and/or
- Provide child care so that all parents/guardians who would otherwise be unable to attend may attend.
- Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

In connection therewith, the building principal or his/her designee may:

- Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance; engage building-based parent organizations to assist with communication and implementation needs; and/or develop and use outreach programs to involve community groups and organizations.
- Involve parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan, except that if a school has in place a process for involving parents/guardians in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents/guardians of participating children.

If the school-wide program plan is not satisfactory to the parents/guardians of participating children, the building principal or designee will:

- Submit any parent/guardian comments when the school makes the plan available to the School Board.

## Shared Responsibilities for High Student Academic Achievement (School-Parent compact)

As a component of the school-level parental involvement policy, each school served under Title I will jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. Each Building Principal or designee will ensure that the compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title 1. The compact will:

- Describe the school's responsibility for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, by:
- Monitoring attendance, homework, and television viewing;
- Volunteering in their child's classroom; and
- Participating, as appropriate, in decisions relating to their children's education and extracurricular activities.
- Address the importance of communication between teachers and parents/guardians on an ongoing basis through:
- Parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as the compact relates to the individual child's achievements;
- Frequent reports to parents/guardians on their children's progress; and
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

## Building Capacity for Involvement

To ensure effective involvement of parents/guardians and to support a partnership among the school involved, parents/guardians, and the community to improve student academic achievement, each school and the District:

- Will provide assistance to parents/guardians of children served in understanding the state's academic content standards and state student academic achievement standards, state and local assessments monitoring a child's progress and working with educators to improve the achievement of their children;
- Will provide materials and training (such as literacy, technology, etc.) to help parents/guardians work with their children;
- Will educate teachers and other staff in the value and utility of contributions of parents/guardians and how to effectively communicate, and work with, parents/guardians as equal partners;
- Will implement and coordinate parent/guardian programs that will build ties between them;
- Will ensure that information is sent to the parents/guardians of participating children in a format and language that the parents/guardians can understand;
- May involve parents/guardians in the development of training for teachers, building principals, and other educators to improve the effectiveness of such training;
- May provide necessary literacy training from funds received under this part if the District has exhausted all other reasonably available sources of funding for such training;
- May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs to enable parents/guardians to participate in school-related meetings and training sessions;
- May train parents/guardians to enhance the involvement of other parents/guardians;

- May use outreach programs to involve community groups and organizations;
- May arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, in order to maximize parental involvement and participation;
- May adopt and implement model approaches to improving parental involvement;
- May establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in supported programs;
- May develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities; and
- Will provide such other reasonable support for parental involvement activities under this section as parents/guardians may request.

## 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:

- Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, or placement of your child;
- 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;
- Have your child educated in facilities and receive services comparable to those provided students without disabilities;
- 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;
- 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;
- Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanations and interpretations of your child's records;
- 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;
- 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;

- 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 East Aurora School District 131 who is responsible for insuring that the District complies with Section 504 is Director of Student Services/Special Education and Section 504 District Coordinator.

## Inspection of Instructional Material

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

## Physical Education

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

### Exemption from Physical Education Requirement, Grades 3-12

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
- The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
- The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

## Sex Education

### Sex Education Instruction

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

## Specific Student Populations

### Education of Homeless Youth

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 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;
- The District will immediately enroll homeless children and will provide assistance with obtaining records as per the laws stated;
- Homeless children will not be stigmatized or segregated on the basis of their homeless status;
- The District will address enrollment disputes as provided in the McKinney-Vento Act and state law; and
- The District will provide transportation, if warranted to homeless children as required by the McKinney-Vento Act and State law.

A homeless child and youth may include a child's current living situation (as listed below) or if the student is a youth not living with a parent or guardian and is living in one of these situations: a shelter; with relatives or others due to lack of housing; at a train or bus station, park, or in a car; in a motel/hotel, camping ground or other similar situation due to the lack of alternative adequate housing; in abandoned apartment/building; temporarily housed in a shelter awaiting DCFS permanent foster care placement; or due to the result of a disaster.

For more information on education for homeless, the District has designated the Director of Student Services (630-299-7209) 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. These services may include waiver of fees, school supplies, free uniforms, free and reduced meals, and low-cost or free medical referrals.

Contact your school principal or the Director of Student Services regarding more information on the rights of homeless students.

## Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes: Community organizations, food banks, meal programs, and local service organizations, (Goodwill, Salvation Army, etc.), family shelters, medical services, and other support.

**Withdrawal by parents:** Any parent or legal guardian whose child has been enrolled in a program shall have the absolute right to withdraw the child from the program immediately by submitting a written notice of his or her desire to withdraw the child to the school authorities of the school in which the child is enrolled or to the school district in which the child resides. (Section 14C-4 of the School Code).

**Parent and Community Participation:** Each district or cooperative shall establish a parent advisory committee consisting of parents, legal guardians, transitional bilingual education teachers, counselors, and community leaders. This committee shall participate in the planning, operation, and evaluation of programs. The majority of committee members shall be parents or legal guardians of students enrolled in these programs. Membership on this committee shall be representative of the languages served in programs to the extent possible. (Section 14C-10 of the School Code (105 ILCS 5/14C-10)).

## Education of Children with Disabilities

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

## Special Education Case Study Evaluations

A referral for an initial evaluation may be initiated by the parent/guardian or a school employee to the school administrator, usually the principal. A written request is needed with a reason for the evaluation. If a school employee is requesting testing, the parents are always notified by the school. A referral means that the child will be screened by the Student Services Team to determine if a Case Study Evaluation (CSE) should be conducted, or if interventions can be developed to appropriately meet a student's needs. If the team decides not to conduct a case study evaluation, the parent/guardian and referring source will be notified in writing with a reason why the CSE will not be conducted.

If the team decides the child should be evaluated for a possible disability, a written notice shall be sent to the parent/guardian and the source of the referral, indicating the reason for the testing. The Team will select a Case Manager to communicate with the child's parent/guardian the process. The process includes a review of the following domain areas at a domain meeting: (1) health, (2) vision, (3) hearing, (4) social emotional status (5) general intelligence, (6) communicative status, (7) academic assessment, (8) motor/orthopedic status, (9) classroom performance. Parents/guardians are invited to attend this meeting. Bilingual evaluations are considered, too.

The parent/guardian must provide written permission on the specific form before anyone at the school may begin a case study evaluation on the child. A Case Study Evaluation must be completed within the designated 60 school-day timeline. The initiation of this timeline occurs when the parent or guardian signs consent for the evaluation.

The parent/guardian is notified to attend an Eligibility Determination Conference (EDC) at the school to meet with the team. Translators or interpreters are provided to parents if needed. The team members, with a general education teacher, review the results with the parent/guardian. Then they determine if the child does, or does not, have a disability. If the child does have a disability, then they discuss how it is impacting the child's educational performance. A written conference report is provided to the parent/guardian. The team may determine that the child does not have a disability and does not qualify for either a Section 504 plan or any special education services. The team may make suggestions, if warranted, to the parent or teacher to provide assistance for the student. If the child does have a disability, but only needs accommodation or modification in a school setting in order to have equal access to education, then the team will write a Section 504 plan. A Section 504 case manager will be assigned to monitor that your child's plan is in place at the school. Ask for a copy of Section 504 Rights.

If the team determines that the child's disability negatively affects his/her education, then the team will write with input from the general education teacher and parent/guardian, an Individualized Education Program (IEP). This part of the meeting is considered an IEP conference with written goals, accommodations, and program recommendations, etc. The team will discuss a range of programs/related services and make a recommendation to the parent/guardian or the appropriate program and related services based upon the IEP. The recommendation is based on the child receiving services in the least restrictive environment. This IEP is reviewed and updated at least on an annual basis with the parent/guardian and team.

At the beginning of a case study evaluation process, parents/guardians are given copies of the "Notice of Procedural Safeguards for Parents/guardians of Students with Disabilities (as of January 2008)." This document provides detailed information for parents/guardians about special education procedures. It is available for any parent or guardian at no cost, in English or Spanish.

## Having your Child Screened for Disability

If you have a child under the age of three years that you suspect has a disability, you may contact the Child and Family Connections at (630) 879-2277 for a screening to see if your child has a disability. They will assess your child and they may determine if he or she is eligible for services through their agency. Screenings and evaluations are at no cost. If a child is receiving services by Child and Family Connections, they refer the child and his/her parents or guardians before the child turns three years of age to the Early Childhood Special Education Coordinator in East Aurora School District 131. Communication is made with the parent/guardian to determine the next appropriate step for the child before he/she turns three years of age.

Parents or guardians of children who attend private or parochial schools (grades K-12) within East Aurora School District 131 boundaries may submit a referral for an evaluation for their child through their child's private/parochial school principal. That principal has the referral form to complete and will submit the request and forms to the appropriate school's principal. The district principal/administrator will have the Student Services Team review the request for the referral for a case study evaluation. They will follow the same procedures as written when a referral for a case study evaluation is made, including the assessment and eligibility conference. Service provisions may differ, though. Contact the Gonzalez Child Center for more information.

All parent(s)/guardian(s) in the School District may request to receive a free copy in either English or Spanish of the most current "Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities, As of January 2008" as written by the Illinois State Board of Education. Please contact your principal or the special education coordinator assigned to your child's school or the Gonzalez Child Center, (630) 299-7902.

## English Language Learners

The district offers opportunities for the English Language Learners to achieve at high levels in academic subjects and to meet the same state academic content and student achievement standards that all children are expected to attain. The district shall develop and maintain a program for English Language Learners that will:

- Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs.
- Promote effective means of outreach to parent(s)/guardians(s) of limited English proficient students to inform them how they can be involved in their student's education and be active participants in assisting their students to: attain English proficiency, achieve at high levels in core academic subjects and meet the challenging state academic achievement and content standards. In addition, the outreach includes holding and sending notice of opportunities for regular meetings to formulate and respond to parent/guardian recommendations.
- Bilingual education parent rights:
- No later than 30 days after the beginning of the school year or 14 days after the enrollment of any student in a transitional bilingual education program in the middle of a school year, the school district shall notify by mail (or in person) the parents or legal guardians of the student that their child has been enrolled in a transitional bilingual education program or a transitional program of instruction. The notice shall be in English and in the home language of the student and shall convey, in simple, nontechnical language, all of the information called for in section 14C-4 of the school code (105 IL CS 5/14C-4). The district will inform the parent/guardian of a limited English proficient student identified participating in a language instruction educational program:
  - the reasons for their student being identified.
  - their student's level of English proficiency.
  - the instructional method to be used.
  - how the student's program will meet their child's needs.
  - how the program will help their child to learn English.
- Exit requirements from the Bilingual Program.
- For a child with a disability pursuant to the Individuals with Disabilities Education Act, how the program meets their child's objectives in his/her IEP.
- Inform parents regarding parental rights including:
  - The right that parents have to have their child immediately removed from such program upon their request;
  - The options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available.
- The right to participate in the district bilingual parent advisory committee.
- For a child who is an English Language Learner pursuant to the U.S. Department of Justice, Civil Rights Division and the U.S. Department of Education, Office for Civil Rights, the right to receive information pertinent to their child's education in a language that they can understand, such as through translated materials or a language interpreter.
- Determine the appropriate instructional program and environment for English Language Learners.
- Annually assess the English language proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment. Students must participate in assessments mandated by the State of Illinois or the District. ACCESS (Assessing Comprehension and Communication in English from State to State) is in English language proficiency test required by law (federal and state) and all Limited English Speaking students must be administered this assessment until they have met the English proficiency criteria as determined by the State of Illinois
- Include English Language Learners, to the extent required by State and Federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.

For questions or to express input about this program, contact the bilingual services department at 630-299-7281.

## Transfer to Another School

The district observes the statute that requires forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. Each school shall forward written information relative to the grade levels, subjects and record of academic grades achieved, current mathematics and language arts placement levels, health records and a most current set of standardized test reports. The district, within 10 days after the student has paid all of his or her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

## Suspension Make-Up Work

The Board of Education has adopted the following regulations regarding class work and examinations missed as a result of a suspension: A student may make up work missed during an out-of-school suspension, as well as take missed examinations. Semester exams must be made up before the end of the semester or before the last day of school at the end of the school year. All completed make-up work examinations will receive a grade at the same level they would have received if the student had not been suspended. Students in or out of school suspension will have access to classwork.

## Student Fees

### Basic registration fees

- Grades K-5 – \$30.00
- Grades 6-8 – \$40.00
- Grades 9-12 – \$50.00

### Fines, Fees, and Charges; Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

## Student Discipline

### Student Behavior

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

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

## Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

## Re-Engagement of Returning Students

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

## Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's Statefunded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

## **Weapons Prohibition**

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

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

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

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

## **Gang Activity Prohibited**

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

## Dress Code & Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to disciplinary measures.

## 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 temporarily 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.

## Suspension Procedures

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with a conference during which 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. A pre-suspension conference is not required and 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 conference will follow as soon as practical.
2. An attempted phone call to the student's parent(s)/guardian(s) will be made to report the suspension. The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
3. 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. The notice shall include information about an opportunity to make up work missed during the suspension for equivalent academic credit. For suspensions of 3 school days or less the notice shall include a rationale or

3. 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. The notice shall include information about an opportunity to make up work missed during the suspension for equivalent academic credit. For suspensions of 3 school days or less the notice shall include a rationale or explanation of why the length of suspension was chosen and address the threat or disruption posed by the student. For a suspension of 4 or more school days the notice shall also include an explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted and no other interventions are available, and for suspensions of 5 or more school days an explanation of what, if any, appropriate and available support services will be provided to the student.
4. 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 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 or a hearing officer appointed by the Board.
5. 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 the Board or a hearing officer appointed by the Board.
6. 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.
7. 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.
2. 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 the Board or 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 on his/her behalf. The notice may request that if the student is to be represented by an attorney the Superintendent be notified of the attorney's name and contact information.
3. At the expulsion hearing, the Board or the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct, including information of any other interventions attempted, or if no other interventions were available and evidence of the threat or disruption posed by the student, 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.
4. 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. If expelled, the decision shall detail the specific reason(s) why removing the student from school is in the best interest of the school, provide a rationale for the duration of the expulsion, document how other appropriate and available behavioral and disciplinary interventions have been exhausted or if there is a determination that no other appropriate and available interventions exist, and document how the student's continuing presence in school poses a threat or substantially disrupts or interferes with the operation of the school.

## School Property and Equipment, as well as Personal Effects left by Students

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

### Search and Seizure

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

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 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.

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

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

**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 or parent, 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.

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

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

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

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

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

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

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

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

"Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. "Cyber-bullying" also includes the distribution by electronic means of a communication to one or more persons or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates and of the effects enumerated in the definition of bullying herein.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. The District shall utilize the Complaint Form for documenting allegations of bullying and/or harassment.

**Complaint Manager:**

Jalitza Martinez, Assistant Superintendent of Staff and Student Services  
310 Seminary Avenue, Aurora, Illinois 60505  
(630) 299-5515

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

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

# Findings

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 suspension and expulsion, with regard to students.

The District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment. Any student of the District who is determined to have retaliated against any person reporting an act of bullying or harassment will be subject to disciplinary action up to and including suspension and expulsion in accordance with District policy.

The District shall utilize interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

# COMPLAINT FORM

Name of Complainant: \_\_\_\_\_

Reporting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher/Counselor completing form: \_\_\_\_\_

What happened? (Include as many details as possible regarding the alleged bullying, harassment, or other conduct, including the names of the student or staff member who allegedly bullied or harassed the complainant or another student).

1. Name of the victim: \_\_\_\_\_ ID: \_\_\_\_\_ Gr: \_\_\_\_\_
2. Where did the alleged bullying, harassment, or other conduct complained of take place?  
☐ Hallway ☐ Gym Class ☐ Bus or Bus Stop ☐ Classroom (which one) \_\_\_\_\_  
☐ Lunchroom ☐ Locker Room ☐ Bathroom ☐ Neighborhood  
☐ Field Trip ☐ Sporting event  
☐ Electronic devices (cellphone, voice messages, texting, IM, MySpace, Facebook, etc.)  
☐ Other (Please describe below or on back page)
3. When did the alleged bullying, harassment or other conduct complained of take place? Date: \_\_\_\_\_  
☐ Morning ☐ Afternoon ☐ Between Class ☐ After School  
☐ Before School ☐ Lunchtime ☐ Other time: \_\_\_\_\_
4. Has this student or staff member allegedly bullied or harassed you or other students before?  
☐ Yes ☐ No  
If yes, give details on the reverse side of this form.
5. Are you aware of other Complaint Forms for this student or staff member?  
☐ Yes ☐ No ☐ Unknown
6. Do you think that the person or person who bullied or harassed you did so because of your race, gender, disability, sexual orientation, gender identity, ancestry, age, religion, status of order of protection, status homelessness, or actual or potential marital or parental status including pregnancy?  
☐ No  
☐ Yes If yes, why do you believe that such bullying or harassment is based on any such factor or status.

## Follow-up and Action Taken

Investigator: \_\_\_\_\_ Date of follow-up: \_\_\_\_/\_\_\_\_/\_\_\_\_ Prior Complaint: Yes/No

Date investigation initiated: \_\_\_\_/\_\_\_\_/\_\_\_\_ No. of interviews conducted: \_\_\_\_\_

Date investigation concluded: \_\_\_\_/\_\_\_\_/\_\_\_\_ No. of statements obtained: \_\_\_\_\_

Victim interviewed: Yes/No Perpetrator identified: Yes/No

Perpetrator interviewed: Yes/No

Action taken: ☐ Consulted with student(s) ☐ Teachers/team contacted  
☐ Parents contacted ☐ Refer to Administrator

If the complainant has indicated that he or she believes the harassment or bullying was based on discriminatory conduct, describe the actions taken, including interim actions, to assure that any potential for a discriminatory hostile environment is corrected or prevented. SEE ATTACHMENT

Administrator action taken: **Attach additional pages or write on back, if necessary.**

a) Disciplinary action: \_\_\_\_\_

b) Remedial action: \_\_\_\_\_

c) Report, including submission of all statements and documentary evidence submitted to:

☐ Building Principal Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Reviewed by Building Principal or Designee Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Nondiscrimination Coordinator Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Sexual Harassment

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

## Teen Dating Violence Prohibited

(Cross Reference IPA Model Handbook 6-45)

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

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

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

## Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, a complaint manager, or any staff member. 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.

## Nondiscrimination Coordinator and Manager

### Nondiscrimination Coordinator:

Name: Steve Megazzini and Jalitza Martinez

Address: 310 Seminary Avenue, Aurora, IL 60505

Telephone: (630) 299-5548 o (630) 299-5515

### Complaint Manager:

Name: Jalitza Martinez

Address: 310 Seminary Avenue, Aurora, IL 60505

Telephone: (630) 299-5515

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

## Unsafe School – Transfer

### Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a schoolsponsored event, the parent /guardian may request a transfer to another public school within the district. Contact Central Registration, or Director of Secondary or Elementary programs for more information on making a request.

## Student Records

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

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

- 1. The right to inspect and copy the student's education records within 15 school days of the day the district receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

**6. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

**The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## Procedures for Challenge

Parents may challenge or seek amendment of student records believed to be inaccurate, irrelevant, misleading, or otherwise in violation of the student's privacy rights.

1. Parents wishing to initiate a challenge must provide the Director for Student Services, with a written description of the specific entry or entries to be challenged and the basis of the challenge. The Director for Student Services can be reached at the District's Child Service Center, 630-299-7902.
2. The Director will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision.
3. If the Director denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer.
4. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing.
5. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

# Student Safety

## Safety Drills

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

## School Resource Officer (SRO)

In cooperation with the City of Aurora, East Aurora High School includes the services of a police officer, who serves as a School Resource Officer (SRO). The SRO assigned to the building offers assistance to faculty, students, and parents during the regular school day. Such services are also available for special activities and as a resource to the classroom.

## 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 and/or walk-through metal detectors to check a student's person or personal effects, as well as those of other persons coming onto school property.

## Safety Patrols/Crossing Guards

The safety of your child is of major concern to you and to the district. Cooperation between the parents and the school officials is essential. Our elementary schools provide safety patrols/crossing guards to assist your child. You can help us by doing the following:

- If your child is attending the school for the first time, go over the safest route he/she should follow to and from school. Review this often so that a route pattern is established.
- Where there are no sidewalks, children and adults should walk on the side of the street facing the approaching traffic, unless otherwise regulated.
- Safety patrols / crossing guards are stationed on busy corners near the school to help your child cross the street. Insist that your child obey the patrols and crossing guards.
- Review the general rules of safety often with your children. Abide by these rules yourself so that your child will have a good example to follow.
- Parents will be expected to follow the speed limits and all other posted traffic signs within school zones.
- Follow traffic patterns.
- Per Illinois Driving Laws, all cell phone use is prohibited while driving in a school zone.

# Transportation

## Bus and School Transportation

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

Safety rules apply to activity buses and other forms of transportation used for school activities. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Remain in the seat at all times upon entry.
- Keep all parts of the body and all objects inside the bus.
- Good behavior, and behavior that will not distract the bus driver from operating the bus safely, is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- Use emergency door only in an emergency. In the event of emergency, stay on the bus and await instructions from the bus driver.
- Do not open windows below the safety line.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Keep the bus neat and clean. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
- Eating is not permitted on the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact building administration.

## High School Parking

Students who have purchased a permit may park their vehicles in the lot designated during school hours or extracurricular events. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Parking lots designated for school staff, personnel and others designated by administration are not for student use. These lots may not be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

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

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges. The school has designated locations available for school visitor parking. Those dropping off and picking up children may do so in designated locations during the school's specific hours of pick-up and drop off.

## Visiting Our Schools

### Visitors:

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

Visitors are expected to abide by all school rules during their time on school property, including but not limited to Board Policy 8:30. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be denied admission to future events and/or meetings, and ultimately subject to criminal penalties for trespass and/or disruptive behavior.

### School/Event Volunteers:

All school volunteers must complete the "Volunteer Application Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. See Visitor Guidelines.

### Request to access classroom or personnel for special education evaluation or observation:

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Confidentiality agreement must be signed. For further information, please contact the school principal.

### School Visitation Rights:

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

## Animals on School Property

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

## Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home independently.

## Guidelines for student distribution of non-school-sponsored publications

A student or group of students seeking to distribute materials must comply with the following guidelines:

- The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material.
- The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- The building principal may impose additional reproduction requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

Students must not distribute material that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;

A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute materials for publication must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with that which is stated.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the District.

## School Medication Authorization Form

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

**Controlled medication will be accepted with only a school month's dosage provided to the school health office at any given time. Any and all medications not picked up by the parent/guardian will be discarded at the end of the school year. Students will not be permitted to bring medication on or off school grounds, except for an epinephrine auto-injector or asthma inhaler.**

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 while in before-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 the willful and wanton conduct, as a result of 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 and /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 medication and the correct use of his/her Inhaler / Epi-Pen (Circle) 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.

### 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: \_\_\_\_\_

# Middle School Section

## Health Services

- A. Health personnel are available in the nurses' office each school day from 7:30 a.m. to 2:30 p.m. A student who becomes ill in school should get a pass from a teacher and report to the health office.
- B. Students are not to leave the building without permission of health or office personnel.
- C. In case of severe illness at school, parents or guardians are notified and requested to come to the school to take the student home. (Students are not to call home and request that their parent pick them up from school without the approval of the office and/or nurse).
- D. Health personnel do not provide diagnosis.
- E. When students need to take prescription medication during school hours, the medication must be given to the health personnel in the nurse's office with completion of appropriate medical forms, which are located in the nurse's office.
- F. A vision-screening test is administered to students during the school year. Parents will be notified in cases where a more thorough eye examination seems necessary.
- G. A hearing-screening test is administered to all students in grades Kindergarten, 1, 2, 3, 5 and Special Education. Again, parents are notified when a more thorough examination seems necessary.
- H. A dental check is made of all students in grades two, three and seven. The report by the dentist is sent to all parents.
- I. If a student's religion prohibits a physical examination, a card must be filed at the school. The individual shall not then participate in voluntary or informal activities which require physical examinations, such as athletics.
- J. In addition, all immunizations must be kept up to date.

\* Prescription medication should be kept at the nurse's office, unless approved by administration or school nurse(s).

## Abduction Prevention

- A. Walk to school and home with a group or a friend.
- B. Never approach a car if someone asks you a question or calls to you. Do not give directions. Keep moving/ running home or to a neighbor's home for safety. Tell someone about the incident.
- C. Report immediately to your sitter/parent, and school anyone or anything unusual and/or happening to you. If possible, try to remember details.

## No Extended Trips or Vacations

Student vacations will not be approved during the scheduled school calendar. To ensure success for their children, families should plan their trips and vacations during normal non-attendance periods such as: summer vacation, winter break, spring break, and school holidays.

Any school attendance days missed for family vacations or extended trips will count as an unexcused absence. Multiple unexcused absences may have a negative impact on student grades or possibly lead to grade level retention. Please support your student's success by enforcing good attendance habits!

# Tardy Practices per Class

Reset Quarterly

Tardy	Consequences	Responsibility/Suggestions
1 <sup>st</sup> Tardy	Verbal Warning	<b>Teacher</b> <ul style="list-style-type: none"> <li>• give verbal warning</li> <li>• document in PLP</li> <li>• update attendance</li> </ul> <i>Teacher call parent</i>
2 <sup>nd</sup> Tardy	Written Warning	<b>Teacher</b> <ul style="list-style-type: none"> <li>• write warning</li> <li>• document PLP</li> <li>• update attendance</li> </ul> <i>Teacher call parent</i>
3 <sup>rd</sup> Tardy	Tardy Conference - with student  Parent Phone Call  Parent Postcard  Formal letter from office	<b>Teacher</b> <ul style="list-style-type: none"> <li>• update attendance</li> <li>• write out postcard</li> <li>• tardy conference with student</li> <li>• document in PLP</li> <li>• Email counselor - potential issue</li> <li>• Phone call to parent/guardian</li> </ul> <p><b>Parent Communication</b> (email, phone call) If you can't get in contact with the parent, please send postcard.</p> <ul style="list-style-type: none"> <li>• Postcard returned the next day with parent signature.</li> </ul> <p>Parent postcard includes:</p> <ul style="list-style-type: none"> <li>• Date and time</li> <li>• Number of times tardy to class</li> <li>• Reason for tardiness</li> <li>• Corrective Action Plan - student's plan to get to class on time</li> <li>• Parent's signature</li> <li>• Current phone number</li> </ul> <p><b>Attendance Clerk</b> - send formatl letter home for third tardy</p> <p><i>The attendance/parent liaison will run a tardy report every day.</i></p> <p><i>Teacher call parent</i></p>

Tardy	Consequences	Responsibility/Suggestions
4 <sup>th</sup> Tardy	<b>Team Meeting -</b> Team/Counselor and/or Social Worker/SPED Facilitator/Student  <b>Tardy Survey</b> - see attachment	<b>Teacher</b> <ul style="list-style-type: none"> <li>• login to PLP</li> <li>• update attendance</li> <li>• alert team leader about tardy conference</li> <li>• arrange for student to attend team meeting</li> </ul> <b>Team Leader</b> - document in PLP  Complete survey during meeting or with counselor  <b>Team Leader Meeting</b> (With or without the child as necessary)  <b>Translated</b> (One sided translated for parents)  Will be completed in house and then sent home to parent  <i>Teacher call parent</i>
5 <sup>th</sup> Tardy	<b>Office Referral</b> <b>30 min. Detention with PPAs</b> <b>Written reflection</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• submit referral</li> <li>• update attendance</li> </ul> <b>Administration/SPED Facilitator</b> <ul style="list-style-type: none"> <li>• Review previous interventions, provide resolution and email copy of completed ODR to teacher</li> <li>• Phone call to parent/guardian</li> <li>• Document in PLP log</li> </ul> <i>Teacher call parent</i>
6 <sup>th</sup> - 9 <sup>th</sup> Tardy	<b>Consequences may include but are not limited to:</b> <ul style="list-style-type: none"> <li>• Continue teacher contact with student and parent/guardian</li> <li>• Possible teacher detention</li> <li>• PPA detention</li> <li>• No Passing Periods - teachers pass off student to classes</li> <li>• SAIG/Lunch group with Counselor Social Worker during lunch period</li> <li>• Conference with SPED Facilitator</li> <li>• Written reflection</li> </ul>	<b>Team (PST or SAT someone on the team)</b>  <b>Counselor and/or Social Worker</b>  <b>SPED Facilitator</b>  <i>Teacher call parent</i>

Tardy	Consequences	Responsibility/Suggestions
10 <sup>th</sup> Tardy	<p><b>Office Referral</b></p> <p><b>Social Probation</b> - student is not allowed to participate in before or after school activities, or be on campus after 3:15 p.m.</p> <p>Admin assigned <b>Escort and/or No pass List if applicable</b></p> <p><b>Parent Required Conference</b></p>	<p><b>Teacher</b> - submit referral</p> <p><b>Administration/SPED Facilitator</b></p> <ul style="list-style-type: none"> <li>Review previous interventions, provide resolution and email copy of completed ODR to teacher</li> <li>Parent Required Conference</li> <li>Document in PLP log</li> </ul> <p><b>Student/Team</b></p> <ul style="list-style-type: none"> <li>Student will notify team when Zero Week (a week without a tardy) has been achieved</li> <li>Student will request social probation be lifted</li> <li>Team will confirm Zero Week</li> </ul> <p><b>Attendance Clerk</b></p> <ul style="list-style-type: none"> <li>Send formal letter home for 10<sup>th</sup> tardy</li> <li>Communicate with admin and counselor about social probation</li> </ul> <p><i>Teacher call parent</i></p>
11 <sup>th</sup> - 14 <sup>th</sup> Tardy	<p><b>SAT Referral</b></p> <p><b>Tardy Intervention Plan (TIP)</b> - See attachment</p>	<p><b>SAT Team/Admin/Teacher/SPED Facilitator</b></p> <p><b>Secondary leader</b> - document in PLP</p> <p><b>Parent</b> - required to attend</p> <p><i>Teacher call parent</i></p>
15 <sup>th</sup> Tardy	<p><b>Office Referral</b></p> <p><b>In School Intervention</b></p>	<p><b>Teacher</b> submits referral</p> <p><b>Administration/SPED Facilitator</b></p> <ul style="list-style-type: none"> <li>Review previous interventions, provide resolution and email copy of completed ODR to teacher</li> <li>Parent Required Conference</li> <li>Document in PLP log</li> </ul> <p><i>Teacher call parent</i></p>
16 <sup>th</sup> Tardy +	<p><b>Administrative Interventions</b> continued</p>	<p><b>Attendance Clerk</b></p> <ul style="list-style-type: none"> <li>Run weekly report</li> </ul> <p><b>Administration/SPED Facilitator</b></p> <p><i>Teacher call parent</i></p>

## Class cutting/Skipping

The classroom teacher writes a referral when a student is 10 minutes or more tardy for class. At 11 minutes, the tardy is considered a class cut and therefore the classroom teacher will write an office discipline referral and the student will be assigned a 30-minute detention.

## Honor Roll

Students that are maintaining at least a 3.75 grade average will be included on the High Honor Roll, while those with at least a 3.0 average will be on the Honor Roll. Students cannot have a "D" or "F" to be included on the honor roll.

## National Junior Honor Society

Membership in the National Junior Honor Society is based upon scholarship, leadership, character, citizenship, and service. To become a member, candidates must have been in attendance for two quarters. The selection process takes place after third quarter grades are completed or have successfully completed their requirements at another middle school. They shall have a minimum cumulative grade point average of 3.0; they shall have received all "well mannered" or "generally good" conduct grades on their report cards. Students receiving 2 or more referrals will not be considered.

Those who meet these scholarship, citizenship, and service requirements are presented to the entire faculty in the categories of character and leadership. The faculty advisory committee will then vote on each student for membership.

Members must participate in at least four projects of the Honor Society during the current school year. Members must maintain the standards by which they were selected. Any member who falls below those standards shall be given one warning letter. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. The principal, the chapter advisor, and the faculty council will determine dismissal.

## Cafeteria

- A. The cafeteria provides well-balanced meals. Breakfast Program (optional) Service will begin at 7:15 a.m.
- B. Students are required to eat lunch in the cafeteria daily, unless other arrangements are approved by an Administrator.
- C. Proper behavior is expected at all times in the cafeteria. Rules are posted. Inappropriate behavior may result in disciplinary consequences.

## Counseling Services

Students are encouraged to visit with counselors when experiencing peer conflicts, academic difficulties, behavioral difficulties, or personal problems. **(Counselors from approved agencies call students to the office).**

In order to schedule an appointment with the counselor or social worker:

Request a pass from classroom teacher or request a pass from the counselor at an assigned time.

## Visitors

All visitors must immediately check in at the greeter's desk with a valid state ID card. Visitors will pre-arrange visits to the school or classroom with the building principal or designee at least 24 hours prior to the visit. When leaving the building, visitors must check out at the greeter's desk.

**Students may not bring siblings or friends to school to spend the day with them.**

**Students from alternative buildings within the district are not allowed on school grounds** and must follow Visitor rules.

See also "Visiting Our Schools" section, above.

## Detentions

A detention is time spent beyond the normal school day as a result of inappropriate behavior in school. A detention may be assigned by a teacher to report to his/her classroom at the end of the school day. The teacher who assigns a detention will be in attendance with the student for the duration of the class detention. Detentions require a 24-hour notification.

Whenever a student experiences excessive behavior difficulties, parental contact should be made by the classroom teacher informing parents of the behavior which led up to the behavior difficulties. It is important that we have current home phone numbers and addresses on file. **Please advise the office immediately of any phone number or address change.**

The administration may assign an after-school or before school detention for misbehavior. Office detention will consist of a 45-minute after-school detention assigned by a school administrator. **Note that office detentions are not intended to take the place of classroom teacher detentions.** In the event a student is absent on the day of an assigned detention, he/she MUST serve the assigned detention as soon as he/she returns to school.

**STUDENTS WHO REFUSE TO SERVE AFTERSCHOOL DETENTIONS OR VIOLATE OTHER SCHOOL RULES WILL BE ASSIGNED DISCIPLINARY CONSEQUENCES.**

## Behavioral Expectations for School Dances

School dances are held after school throughout the year. Times will be announced during the school year for all dances. Students in good behavior standing are allowed to attend dances.

In order to provide an appropriate and safe environment for all students, the following expectations have been developed for all students attending. Students will:

- Demonstrate appropriate behavior and respect to peers and staff members at all times, both on the dance floor and in all designated areas.
- Refrain from any physical contact or action that is sexually explicit in nature.
- Show respect for self and others relative to space and actions on the dance floor.
- Remain at the dance until it ends unless picked up by parent or guardian.

Additionally, students will abide by all rules and guidelines, as set forth in the student handbook. Students not abiding by these expectations may be asked to leave the dance and parents/guardians will be contacted regarding this possible dismissal.

## General Information Physical Education

State law requires each student to participate in physical education classes, and participate in state mandated standardized fitness testing. In order to participate, each student must be suitably dressed. Students will be required to wear either a district gym shirt or the gym shirt from the past. Students will supply their own shorts or sweats to wear for physical education class. No jeans or school pants will be allowed. Gym shorts and shirts will still be available for sale. Students are also required to wear appropriate shoes for physical activity.

Students must obtain a locker to secure their personal items. Each student is responsible for loss or damage of these items. If a gym suit is lost or stolen, it is the student and parent's responsibility to notify the P.E. team and to replace the uniform as soon as possible. Not wearing a proper uniform to class can result in the reduction of the student's grade or possible failure of the course. When health or physical conditions prohibit a student's participation in P.E., a note from a physician is required.

P.E. students will participate in outside activities whenever the temperature is deemed appropriate. Students need to come to class prepared with proper outside attire such as sweats, jackets, hats and gloves. These items may be left in the P.E. lockers for use during P.E. classes.

## Permanent Markers

Permanent markers are not allowed in school unless approved by a teacher or an administrator for educational reasons. All unauthorized permanent markers will be taken by school personnel. A student who is caught with a permanent marker may face disciplinary action.

## Bicycles/Skateboards/Scooters

We discourage students from using bikes, skateboards or scooters for transportation to school. District 131 is not able to assume responsibility for lost or stolen personal items.

## Hall Lockers

1. A student's locker or desk belongs to the school. It must be used for storage of books, school supplies and necessary clothing. The school is not responsible for lost or stolen items.
2. The building principal or designee has the authority to conduct reasonable search of students and their property on school premises where such is necessary to protect the health, safety and welfare of the students, to preserve order and discipline, and in the event of disruption or threatened disruption of the academic atmosphere of the school.
3. There will be periodic inspections of school property. Students are responsible for the contents therein.
4. Each student will be assigned his/her own locker with the exception of assigned P.E. lockers. Students are not allowed to share lockers, and the school is not responsible for lost or stolen items under any circumstances.

Please familiarize yourself with the "Search and Seizure" section, above, as it applies to Hall Lockers as well.

## Drills

Fire, Tornado and other Disaster Drills are conducted from time to time during the school year. When an alarm sounds, walk briskly - don't run or loiter -but keep moving via the assigned route. Classroom teachers will give more detailed instructions which will be followed by students. If students do not follow the rules during any type of drill they will be strongly disciplined.

## Identification Cards

Identification cards will be issued to each student at the beginning of school. The card admits students to school sponsored activities, entitles the student to a discount on the city bus and admits the student at a student rate to high school athletic events. The I.D. may be requested at any time and should be carried on a regular basis.

## Lost and Found

Lost and found box is located in the main office. Any article found by students or staff members should be turned in to the office immediately. Describing it may claim an article. Please ask more than once for any item you have lost.

## Pictures

Each year pictures are taken of all students for the yearbook. Parents have the opportunity to order picture packets at that time. Picture packets must always be ordered in advance due to the cost of printing, but satisfaction is guaranteed, as there will be retake days.

## Middle School Dress Code Policy

The Board of Education approved a Dress Code Policy for Magnet, Cowherd, Simmons and Waldo Middle Schools. Our students are expected to dress to make a pleasant appearance. Good taste, cleanliness and clothes that do not call attention due to “scantiness” or unusual nature will be expected from all students.

Clothing bearing obscenities, drug or gang related displays will not be allowed. All clothing with inappropriate graphic displays are considered unacceptable for any school activity. Tank tops are not allowed for either boys or girls and the midsection of a student’s body must be covered.

Hair styles that are disruptive to the educational environment or gang representation are not allowed. Students are encouraged to cover tattoos while in the building. Students are not to wear headgear in the building. Any exception to this must be cleared by administration. An exception may be granted by the administration for health related reasons. Footwear with metal plates cannot be allowed due to the damage they cause to the floors. Slippers and open toed sandals are not allowed due to safety concerns. All jackets, coats, backpacks, and purses will be placed in lockers upon entering the building.

## Snowballs

Throwing snowballs on the way to and from school can lead to serious problems. Those individuals who engage in such activity can expect disciplinary consequences as per school rules, or involvement with city authorities.

## Non-School Related Fund Raising

Non-school related fund raising items are not to be sold by students, relatives, or other individuals on school property.

## Assemblies

Team celebrations are held after each quarter to recognize outstanding students. Honor roll, PBIS, and school and community leadership recipients are awarded.

## Athletics

In the fall football, cheerleading, volleyball, cross country, and boy’s soccer, in the winter wrestling and basketball, and in the spring track/field, and girl’s soccer are sports of choice for students. **Athletes must have a sports physical** and proof of insurance in order to participate, as well as other required documents. These documents are listed under “Requirements for participation”. Students that are absent from school because of illness can’t practice or participate in any contests on the day that they are absent. Students must be in attendance one-half (1/2) or more of their scheduled classes to be eligible to participate in any contest, or attend practice. If an athlete was absent from school for reasons other than illness (Example: funeral, family emergency) they may participate with approval of the administration. If a student is absent all day because of a court appearance, they will not be allowed to participate in practice nor contest.

## Band

Band is one of the Fine Arts options available for students who can demonstrate an ability to play an instrument. For 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade, band is a full year course in place of Art, General Music, Drama and FACS instruction during the school day.

## Clubs

Clubs are designed to give students an opportunity for additional work in an area of special interest. Please see counselor/ team leader for possible clubs.

## Dramatics

Dramatic opportunities are provided for in school plays as well as in an after school club. The program is open to students in all grades.

## **Vocal Music**

Chorus is an option for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Students participate in concerts and other performances throughout the year. Vocal Music is a full year course in place of Art, General Music, Drama, and FACS instruction during the day.

## **Yearbook**

A staff compiled of students will compile the middle school yearbook under the direction of a faculty advisor. The yearbook staff is comprised of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Students on the yearbook staff are responsible for selling yearbooks, planning, layout, selection of pictures, paste-up and distribution of the completed copies.

## **Student Advisory Council**

Student input is invited at your school. This committee is composed of select students invited to meet with the principal to discuss various issues and concerns.

## **Parent Advisory Council**

The Parent Advisory Council is an excellent opportunity for parents to stay informed about the happenings at the school. This monthly meeting is also the time when concerns and ideas are shared. All parents are invited to participate. Interpretation is provided for Spanish-speaking parents.

# High School Section

## Contacts

You may also find other important phone extensions and information on the school's website at <http://www.d131.org>.

## Summary of Graduation Requirements

22 credits are required to graduate from East Aurora High School. Students earn 0.5 credits for each semester course they successfully complete.

To be promoted to the next grade level, the following are the minimum number of credits necessary:

## The Credit System and Requirements

**Sophomores** must have earned a minimum of **5.5 credits**

**Juniors** must have earned a minimum of **11 credits**

**Seniors** must have earned a minimum of **16 credits**

Class of 2017 & Beyond		
Subjects	Required Credits	Semesters Needed
English <sup>1</sup>	4	8
Math <sup>2</sup>	3	6
Science	2	4
American History	1	2
American Government and Civics <sup>3</sup>	0.5	1
Social Studies Elective	1	2
PE/NJROTC/Band	3	6
Consumer Education	0.5	1
Health	0.5	1
Art, Music, World Language, Vocational Electives	1	2
Driver's Ed (Classroom Only)	0.5	1
Electives	5	10
Appropriate Illinois State mandated testing <sup>4</sup>	Must be taken	
<b>Total Credits Needed to Graduate</b>	<b>22</b>	

### Notes:

1. Students must complete 2 years of writing-intensive courses, one of which must be an English class; classes that satisfy this requirement are marked in the course descriptions.
2. Math credits must include 1 year of Algebra I and 1 year of a Geometry content course.
3. Per ILCS 5/27-22, all students enrolled in this course take and must pass the US Constitution Test.
4. Mandated state testing must be taken per Illinois School Code before graduation.

## Grade Point Average

A student's grade point average is determined by dividing the total grade points by the number of classes taken. Only courses which are one semester in length will be calculated in the GPA.

## Testing

All students are required to comply with all State of Illinois testing laws in order to graduate. The State of Illinois requires that all students be tested in English/reading, math, and science one time during high school in order to graduate. All high school students must take the SAT college-entrance exam on the state testing date in the spring of their junior year. The SAT assesses English, reading, and math. Additionally, students must take the Illinois Science Assessment (ISA) during the year that they take Biology, usually their freshman year. The US Constitution Test is a graduation requirement. All students will take and must pass the US Constitution Test in their American Government & Civics class. While enrolled in Physical Education courses, students are required to complete FitnessGram testing. FitnessGram assesses flexibility, cardiovascular endurance, and muscular strength and endurance. Students will take this assessment twice each semester that they are enrolled in PE to measure student improvement in these areas.

### Standard Classes award the following grade points:

A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points

### Honors/AP/Dual Credit Classes award the following grade points:

A = 5 points, B = 4 points, C = 3 points, D = 2 points, and F = 0 points

## Honor Roll

Honor Roll is based on the student's weighted GPA, and is determined at the end of each semester. To qualify for the Honor Roll, a student must be enrolled in at least five courses and meet the Honor Roll criteria.

### Honor Roll Criteria:

*Distinguished Honor Roll:* 4.0 GPA or above

*High Honor Roll:* 3.5 up to 4.0 GPA

*Honor Roll:* 3.0 up to 3.5 GPA

## Early Graduation

Senior students, who have completed all graduation requirements and have the minimum graduation credits, may request early graduation but will not receive their diplomas until May graduation.

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate early. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.) The student and a parent must meet with the student's counselor prior to the start of the student's seventh semester.

## Class Rank and Senior Honors

For the purposes of awards, including but not limited to, Valedictorian, Salutatorian, and top 10%, class rank for seniors will be based upon the completion of seven semesters, as well as senior status. Class rank for this purpose will be calculated two weeks following the end of the seventh semester, to allow for the submission of incomplete grades and grade error changes.

## Course Load

All students are required to take six subjects per semester. Please see the East High School 2022-2023 Registration Guide for additional information.

Physical Education must be taken each semester a student is enrolled except for the one semester the student is required to take health. The P.E. requirements may be waived partially or completely if a doctor's certification is placed on file with the school nurse each school year to comply with the Illinois School Code. Juniors and seniors may request an exemption from PE under conditions outlined by the Board of Education. See the P.E. course description for more details regarding P.E. exemptions.

## Dropping or Withdrawing from a Course

Students dropping or withdrawing from a class after the first three weeks of the semester will be assigned a letter grade of "WF" (withdrew while failing) or "WP" (withdrew while passing). No replacement subjects will be substituted unless extenuating circumstances exist. The principal will make the final decision.

## Academic Honesty Guidelines

East Aurora High School in support of the District 131 Vision Statement Making Choices for Excellence has developed guidelines for Academic Honesty. We believe in a commitment to high expectations for achievement that is demonstrated through accountability and positive life choices. The faculty and staff of East Aurora High School believe it is important to have clear guidelines concerning plagiarism and other forms of academic cheating.

## Plagiarism

Excellent written expression is a fundamental skill for academic and career success. Plagiarism gives false representation of the student and defrauds the teacher with a false view of a student's strengths and weaknesses. Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as one's own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- Presenting the work of tutors, parents, siblings, or friends as one's own
- Submitting purchased papers as one's own
- Submitting papers from the Internet written by someone else as one's own
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not

## Cheating

Education is based on learning specific skills, and forming lifelong work habits. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy

- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration
- Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

## **Textbook and Material/Loan Policy**

It is the student's responsibility to return books and materials issued for personal use. Students who do not fulfill this obligation prior to the completion of each quarter/semester will be held responsible to reimburse the school district at replacement value. It is the obligation of students to remove all articles from their lockers prior to the close of the school year.

## **Directory Information and the Military**

In accordance with the U.S. Patriot Act of 2002, the school may release student directory information upon request to branches of the United States Armed Forces. Release of this information may be denied by the parent by submitting a request in writing to the Principal.

## **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. Students also have the opportunity to receive college, scholarship, and career-oriented information in the Career Center. In addition to providing printed and electronic information, representatives from colleges and universities, occupational training institutions and career oriented recruiters, including the military, are invited to career center to provide students with information and to answer questions.

Information regarding upcoming dates, events and current school news is posted on the webpage, which is updated frequently. Parents and students can also learn about East High, its programs, as well as staff and student services. Valuable links to other sites of interest to students and parents are often included. School and athletic fees, as well as lunch tickets, may be purchased from your home computer via the school website.

## **Standardized Testing**

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

- Encourage students to work hard and study throughout the year
- Ensure students get a good night's sleep the night before exams
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
- Remind and emphasize for students the importance of good performance on standardized testing
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils

## **Lunch and Cafeteria Rules**

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

## Lunch Account System

East Aurora High School uses a program which allows one breakfast and one lunch per day for students. If a student purchases a second meal, extra milk or other a la carte items, they will be charged at the per item price regardless of eligibility.

## School Lunch Program

Breakfast is served every school day from 7:00 a.m. to 7:55 a.m. Lunch is served every school day from 10:31 a.m. to 1:06 p.m., except when there is an earlier dismissal.

## Student Monitors

Student workers are needed each semester in many offices throughout the building. Students who wish to assist in this manner should contact the office of their preference. Monitors' duties vary according to office. All monitors must be in good academic standing, have good attendance, and must not have experienced any discipline problems. Any monitor involved with discipline problems, failing grades, or attendance/tardy issues will forfeit the monitor privilege.

## Dance and School Event Policies

Attendance at non-required school-sponsored activities is a privilege. Students, who have unserved consequences, may be denied this privilege at the discretion of the administration. This may include, but is not limited to: school sporting events, dances, concerts, competition-related events, and senior activities, including attendance at commencement.

Social events will be scheduled to end by 9:30 p.m. on Sunday through Thursday, and 10:30 p.m. on Friday through Saturday. **You must have your school ID in your possession in order to attend any school event.** All students must be off school property within 20 minutes of the end of a school event.

Once a student enters a school activity, the student is not permitted to leave the building unless he/she intends to go home. This is to prevent loitering around the building or in the parking lots. Students who leave the building or the event will not be readmitted without administrative permission.

Dance guests who are not current students of East High are required to submit a completed dance permission form (obtained and returned to office 121A). Invited guests must be of high school age. No middle school students or individuals 21 years of age or older are allowed as guests.

## Posting of Materials

All materials displayed within the building must be initialed by an Administrator and displayed in the designated area. Anything posted without permission will be removed.

## Lost and Found

"Lost and Found" is located in the deans' office (room 103). Any articles found by students or staff members should be turned in to this office. Lost articles may be claimed by properly describing or identifying them. If items are lost, they should be reported to the deans in room 102.

**If you bring any valuable items or large amount of money on school grounds, you do so AT YOUR OWN RISK! The school will not be responsible and the educational process will not be disturbed if the items of value are lost, stolen, or misplaced.**

## Telephones

There is a phone available for student use in the main office. Students may not use the phone during class time except in an emergency. Cell phones should not be visible during class. **Students using cell phones while a class is in session may be subject to disciplinary action.**

## Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, please contact the nurse's office at the school.

## Attendance Office Rules and Policies

### Attendance

It is an expectation that students attend school on time every day. The district encourages regular school attendance because it is a key factor to students' success. School attendance is not optional. Absences, tardiness and other truancies will have a negative effect on the student's overall classroom experience and grade.

District 131 encourages regular school attendance because it is a KEY factor to students' success. Irregular attendance patterns set early in a child's life have the potential to be an indicator of failure, chronic truancy, and lack of bonding to the school.

### Parent Responsibility

**Parents have full responsibility for their child(s) school attendance.**

- If the child is not going to be attending school for a day, or any part thereof, the parent must notify the school with a special reason for the absence the day of the absence. Calls not received the day the absence occurs will not be accepted unless there is documentation of a doctor's appointment, court appearance, funeral, or other extenuating circumstances as determined by the Administration.
- If a student is absent from school due to an emergency or illness, a parent or legal guardian is required to call the Attendance Office before 3:30 p.m. on the day of the absence. It is the student's responsibility to see to it that this call is made from home or, if necessary, from work. (See first page inside of this handbook).
- If a student is aware of an appointment (i.e., doctor, dentist, court, family emergency, and funeral), he/she must fill out a pre-arranged absence form from the Attendance Office before the absence.
- The school reserves the right to restrict, limit, or refuse early dismissal requests if they are made too regularly for the student's academic good or, if for any reason, it is regarded as a problem by the Administration.

**PARENTS/GUARDIANS: Your child may receive consequences if the above rules are not followed.**

Because attendance is so important to a child's future, District 131 has agreed to participate with the Department of Public Aid and the Truancy Prevention Office of the Regional Office of Education on the Public School Initiative.

This means that we are required to report to the Kane County Regional Office of Education and the Public Aid Office if a child has an irregular attendance pattern. District 131 school staff is committed to preventing school failure, chronic truancy and absenteeism through the many truancy prevention measures currently in place within the school district. Please be sure to send your child to school. Help your child to be successful by instilling good attendance habits. Remember, these habits will have a strong impact on your child's future.

**In addition to in-house interventions for students who accrue absences, students who accrue more than three absences will be referred to the Kane County Regional Office of Education Truancy Office.**

Number of Absences	Action
5	Chronic truant underage is referred to Kane County Truancy Office.
10	Underage referral to Kane County Truancy Office. <b>Possible drop if student is 17 years or older.</b>

## Late Enrollment

If a student enrolls after the tenth day of a new semester and was not previously enrolled and in attendance in another secondary school during this time period, such student will be enrolled for no credit for the time period the student was absent. The days missed are considered unexcused absences. Exceptions may be made by the Superintendent in the case of health or other reasons that merit special consideration.

Student vacations are strongly discouraged during the scheduled school calendar. Multiple unexcused absences may have a negative impact on student grades or possibly lead to grade level retention.

## Dismissal of a Student Prior to 3:04 p.m.

Under no circumstances are students permitted to leave the building prior to the end of their school day without first receiving permission from an authorized school administrator. Emergency dismissals are granted by school officials for serious reasons. Phone contact must be established with a parent or guardian before the student is dismissed from school. All emergency dismissals will be reported to the Attendance Office before the student leaves the building.

## Excused Absences

School officials will determine if an absence is excused or unexcused. Excused absences will include the following:

- Personal illness (administrators may require a physician's certification if illness exceeds three days).
- Serious family emergency.
- Death in the immediate family.
- Pre-arranged attendance at religious instruction and/or holiday.
- Medical and dental appointments during school time (administrators will require verification for time spent at the doctor's office, and a statement will be required from the doctor if the student is too ill to return to school).

## Make-up Work for Excused Absences

Teachers will provide all make-up work and full-earned credit for excused absences. Students, or their parents, are responsible for requesting make-up work from each instructor. Make-up work can be requested by contacting the student's counselor. Students will be allowed to make up assignments for excused absences within the same number of days missed due to the excused absence(s).

**Absences:** College visits, Suspensions, Field trips, Athletic events, Extended illness, extenuating circumstances as determined by an administrator may be considered excused.

**Students who are late to school may be excused under the following circumstances:**

- Failure or late public transportation.
- Inclement weather.
- Serious family emergency.
- Car failure (only 1 accepted per semester)

## Punctuality

Students are tardy if their entire body is not in their assigned area (office, classroom, etc.) at the end of the tardy bell for each class or lunch period. Students who are not punctual to class may face disciplinary actions for accruing tardies. Other reprimands could be enforced by each individual teacher when a student is tardy to class (e.g. teacher detentions, academic consequences, etc.) Students who show up ten minutes late at the beginning of the school day can receive an Extended Day Intervention, Saturday School or In-School-Intervention.

## Dean's Office

- Freshmen Center Office: (630) 299-7962 or (630) 299-8062
- Main building Dean's Office: (630) 299-8121 or (630) 299-7963
- School Resource Officer: (630) 299-8126 and (630) 299-8196

The Dean's Office provides discipline and assistance for students and staff. The Deans are available to those students who require additional support regarding behavior, attendance and safety. Students who may need additional support and continue to need redirection will be referred to the PBIS/RTI teams. An early warning system may be used to determine students who may benefit from extra interventions for academic and behavior success. Students are encouraged to seek help and assistance from the Dean's Office when a student/teacher conflicts arises. Students are expected to respond to passes from the Dean's Office and to the request of the Dean's Assistants.

## Dean's Assistants

The Dean's Assistants are an extension of the Dean's Office. Their primary duty is to ensure students are safe in the building, control traffic in the hallways and assist staff when necessary.

## School Resource Officer (SRO)/Aurora Police Department, (630) 299-8126 or (630) 299-8196

The SRO assigned to the building offers assistance to faculty, students, and parents during the regular school day. Such services are also available for special activities and as a resource to the classroom. SRO Officers have been assigned to the middle and high school by the APD.

## Protection of Student Rights

Parents have the right to inspect certain instructional materials and to request that their child not participate in programs requiring release of specified personal information. A copy of the law pertaining to those rights is available through the Administrative Center.

## Visitors/Parents

**For the safety of our students, during the school day all visitors and parents must enter through the front entrance doors on Fifth Avenue, leave a picture I.D. at the front desk, and sign in.** Visitors will be issued a visitor pass and escorted to their destination. Visitors are also required to sign out when leaving the building.

**To maintain an academic environment conducive to student learning,** anyone visiting during the school day must have an appointment scheduled with the designated individual prior to arriving to the school building. East Aurora High School will not permit student visitors during the school day unless they are scheduled to give a classroom presentation or have a scheduled appointment. Parents are invited to visit their child's classes at any time with advance notice. Coordination for a presentation should be made through the office of the Assistant Principal for Curriculum and Instruction. Out-of-district visitors are welcome to visit after 3:15 p.m. Students are not allowed to bring their younger siblings or children to school during the school day.

See the "Visiting Our Schools" section, above.

## Dress Code

East Aurora High School expects every student to dress in a manner that does not disrupt the educational process but allows diversity of taste, fashion, and individual preference. **Students violating the dress code will be requested to comply and may face disciplinary action.** Items may be taken and kept with an administrator until a parent or guardian comes to pick up the item.

- Students are expected to dress in accordance with commonly accepted standards of cleanliness, modesty, decency and with regard to standards for health and safety. A manner of dress which results in disruption of the educational process, or which contributes to unhealthy or unsafe conditions will not be permitted.
- Shoes or other appropriate footwear must be worn in the school building. (House slippers are not considered appropriate footwear.)
- Dark glasses, caps, hats, hair nets/picks/combs, hoods, bandanas or any form of head coverings must be removed as soon as the student enters the building and shall not be worn or displayed until after the student leaves the building. These items may not be carried to class and must be stored in lockers during the school day.
- Words or pictures on articles of clothing which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted.
- Words or pictures on articles of clothing which are sexually explicit, offensive to commonly acceptable standards of propriety or suggestive in nature such as to constitute sexual harassment will not be permitted.
- Students may not wear clothing, jewelry (including earrings), chains, spiked belts, chokers, wristbands, or insignia that are determined by school and police officials to be gang-related (i.e. eyebrow cutting) or drug-related or which may constitute a safety hazard. This also includes the wearing of specific "color" combinations that have been determined to be unsafe. (These combinations include, but are not limited to: black/blue, black/green, & black/yellow.)
- Male and female students must be covered from the neckline to mid-thigh. Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. Shirts, blouses and tops must be long enough to cover the midsection when the student is in a standing or sitting posture. Pants and shorts must be worn at the waist as designed.
- Coats and jackets may not be worn inside the school building during the school day.

## I.D. Policy and Procedures

**All students must carry their school ID every day.** Students are not to deface any part of the I.D., including the picture. Failure by a student to have his/her complete I.D. and schedule in his/her possession will result in disciplinary action. Replacement I.D.'s can be purchased in Room 089 or in the Freshman Center office before or after school.

**Entering the Building:** All students must show their current school I.D. upon entering the building through designated doors.

Students may enter the building at 7:05 a.m. **only for breakfast.** Students must use designated doors. At 7:25 a.m. students may proceed to their lockers. For students to leave the main cafeteria prior to 7:25 a.m. they must have a signed pass from their teacher.

**All students entering after 7:55 a.m. or leaving before 3:04 p.m. must sign in or out at Door 8.** All entrances will be locked at 7:55 a.m., with the exception of the main entrance. Any student, parent, or visitor who wishes to enter the building during school hours will only be able to enter through Door 1 on Fifth Avenue with the proper identification.

Students who enter or leave through any door other than those listed above will be subject to disciplinary action. **Unless under the supervision of a staff member, students must leave the building by 3:30 p.m.**

## Passing Period

The six-minute passing period must not be used to do errands, take care of library fines, etc. In most cases, these activities will cause a student to be late to class, and the student will be recorded as tardy. Teachers should not detain a student so that he/she cannot get to the next class on time. Conference periods may be arranged before or after school. **Students who are late to class without a pass may be subject to disciplinary action.**

## Lockers

Each student is assigned a locker with a combination lock. All lockers are the property of School District 131 and must be kept neat at all times. **(The school is not responsible for lost or stolen property from student lockers.)**

- **Students must use only the locker assigned to them by the school and combinations should not be given to anyone else.** No sharing of lockers is allowed, unless assigned by the school. Students not using their assigned locker or allowing others to use their locker may face disciplinary action. Student lockers must be kept locked when not in use. The dial must be spun after closing the locker to ensure that the contents are secure. No padlocks should be placed on lockers located in hallways.
- The only items that may be placed in the lockers are articles of clothing, schoolbooks or supplies, lunches and personal items which students are legally entitled to have in their possession.
- Students are advised against keeping money or other valuables in their lockers (this includes P.E. lockers as well). Large amounts of money or items of personal value should not be brought to school.
- Students having problems with their lockers should report this information to room 021.
- If lockers are vandalized, including writing, graffiti, etc., a fee of not less than \$10.00 will be assessed.

Please familiarize yourself with the "Search and Seizure" section, above, as it applies to Lockers as well.

## Parking Stickers and Student Parking

Students who wish to use the school's parking facilities must obtain a registration card, and have it signed by a parent or guardian. When this completed registration card is presented to the secretary, along with a valid Illinois driver's license, current school I.D., and proof of insurance then a parking sticker will be issued. **The sticker must be affixed at all times to the passenger side windshield of the student's car.** Students who drive to school only occasionally must also have a parking sticker on their car. Should limited space be available in the student parking lot, seniors and juniors will be given first choice, followed by sophomores and freshmen. Parking stickers must be displayed by the first Wednesday after Labor Day. Students must report any vehicle changes as soon as possible. If the vehicle a student is driving does not coincide with the information on the registration card, the vehicle could be stickered.

Students must park only in the designated student lot. Any student who fails to display an East Aurora sticker will not be allowed to park in the lot. Students who are speeding, driving recklessly or parking illegally will be subject to revocation of parking privileges and/or disciplinary action. **Cars will be stickered for unauthorized parking at the owner's expense.**

Parents and other visitors may use the circle drive or designated visitor's lot. **East Aurora High School does not assume responsibility for any damages to vehicles parked in the parking lot.**

# East Aurora High School – Athletic and Activity Code

## PHILOSOPHY

The District encourages its student/athletes to broaden their skills, knowledge and citizenship by participating in school sponsored interscholastic athletic teams. The program is designed to develop the physical skills, positive self-image, confidence, leadership, teamwork and work ethic of student/athletes. Athletics, under proper guidance and leadership, is a powerful educational force, particularly in the development of social, moral and physical qualities of today's youth.

### The principal objectives are:

1. To strengthen muscles, develop the ability to resist fatigue and increase cardiovascular efficiency;
2. To develop game and sport skills, a sense of rhythm, and improved reaction time;
3. To provide opportunities for student/athletes which encourage individual self-confidence, sociability, initiative, self-direction, and a feeling of belonging;
4. To encourage student/athletes to approach their problems with active imagination and originality; to develop ability to solve problems by thinking, analyzing, abstracting and coming to conclusions based on sound evidence;
5. To provide experiences which give emotional satisfaction and pleasure from overcoming difficult challenges and through developing great loyalty to the school and team;
6. To promote the participation of as many students/athletes as possible in athletics;
7. To learn to accept constructive criticism;
8. To learn to accept the values of discipline and also learn self-discipline;
9. To learn to accept the judgment of officials under all circumstances;
10. To promote and display good sportsmanship at all times.

## Student/Athlete Accident Insurance

1. All student/athletes in District 131 who wish to participate in inter-scholastic athletic activities, as well as managers, and participants in weight training must purchase student/athlete accident insurance or provide a signed waiver to the district.
2. The executed waiver must be in the official district form and be signed by the student/athlete and a parent or legal guardian.
3. The refusal of any parent or legal guardian of a student/athlete to provide student/athlete accident insurance or a waiver shall be sufficient basis for refusing to allow any such student/athlete to participate in inter-scholastic athletic activities, team manager, cheerleader, dance team, or weight training.

## Physical Examinations

Student/athletes desiring to try out for and participate on an inter-scholastic team as East Aurora High School athletes must have on file with the athletic director a certificate of physical exam issued by a licensed physician not more than one calendar year preceding a try-out, practice or athletic contest. Student/athletes desiring to try out for the cheerleader and dance squads may do so without having on file a certificate of fitness. However, once a student/athlete is selected to be a cheerleader or dance team member, that student/athlete must have on file with the athletic director a certificate of physical exam issued by a licensed physician and not more than one calendar year + one month preceding a practice or contest in the school year for which the student/athlete will serve as a cheerleader or dance team member.

## Medical Conditions

If subsequent to receipt of the annual physician's examination report, a coach reasonably believes that a student/athlete may be physically unable to participate safely in the sports program, the coach may require the student/athlete to obtain and file with his or her school a physician's examination report confirming that the student/athlete is eligible to continue to participate in the sports program.

## Athletics & Activities are a Privilege

The activities/athletics included in this Code place the student/athlete participants in the role of representatives of the high school and their fellow student/athletes. Participation is a privilege extended to these student/athletes, which permits them to benefit from a well-organized program of special interests for which the school provides coaches, sponsors, equipment, and facilities. No student/athlete has the right to participate in any of these activities or any other extracurricular/co-curricular activities.

With the privilege of participation comes the additional responsibility of each participant to learn, understand, and follow the rules established by the district, the high school and the coaches/sponsors of the particular activity.

Because these activities are voluntary and because those participating represent their school, we expect the behavior of those who try out and participate to be of the highest order. This is particularly true of academic requirements, honesty, school citizenship, and sportsmanship. The dignity of the school is reflected in its activity program. Since it is a privilege to participate and represent the school, it is logical that the school has the authority to revoke or restrict the privilege for those who do not conduct themselves in a responsible manner. This sense of responsibility extends to the activity, as well as to conduct inside and outside the school.

When the doors of participation and competition are opened to those who have questionable habits or who are not good citizens, the activity program can fail. The privilege of representing the school should be left in the hands of those who have earned it.

## Academic Eligibility

East Aurora High School is a member of the Illinois High School Association and observes the rules and regulations of the association concerning matters of scholastic eligibility.

In order to be eligible to participate in any co-curricular activities, student/athletes must be in good academic standing as prescribed by the Board of Education in compliance with state law. Coaches and sponsors will review eligibility standards at the beginning of each season, and as new members join the activity.

In order to be eligible for participation in any school-sponsored or school-supported athletic or extracurricular activity, each student/athlete in grades 9, 10, 11 or 12 must maintain a passing grade in no less than (5) courses, as determined on a weekly basis.

Any student/athlete who fails to meet the aforesaid 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/athlete 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 may also 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:

- All activities sanctioned by the IHSA;
- 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 which are linked to a student/athlete's grade will not be considered to be school-sponsored or school-supported athletic or extracurricular activity.
- Performances (i.e. drama, co-curricular music, etc.), which are not linked to a student/athletes' grade, will be considered on a semester basis only.

Athletes are not eligible:

1. A student shall be eligible through age nineteen (19). If they have reached their twentieth (20th) birthday unless the 20<sup>th</sup> birthday occurs during a sport. In that case, the student/athlete becomes ineligible in regard to age at the beginning of the sport season during which the student/athlete will turn 20.

2. If they are not doing passing work in at least twenty-five (25) credit hours of high school work per week. Or if they do not, unless they are entering high school for the first time, have credit on the school records for twentyfive (25) credit hours of high school work for the previous school semester.
3. If, after enrolling in the ninth grade, they have participated for more than eight (8) semesters and have been in attendance at the high school level for more than four (4) school years.
4. If the athlete has competed under an assumed name.
5. If the athlete entered school later than the eleventh (11<sup>th</sup>) day of the semester. Exception may be considered by circumstances deemed acceptable by the Illinois High School Association Board of Directors, which are submitted to the IHSA Executive Secretary for presentation to the Board of Directors.
6. They shall not have any lapse of school connection during any given semester of greater than ten consecutive school days. Lapse of school connection for greater than ten (10) consecutive school days shall render them ineligible for the remainder of the entire semester. Exceptions may be considered only if written verification that lapse in school connection is caused by illness of the students or their immediate family or by other circumstances deemed acceptable to the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.
7. If the athlete has accepted pay (cash or merchandise) regardless of the amount, or awards exceeding twenty dollars (\$20) in value (except a school letter) for athletic achievement in any sport for which East Aurora High School provides interscholastic competition.

## Participation Rules

Once a student/athlete begins participation in any program of athletics/activities at the high school, this Code will be in effect for the remainder of the student/athlete's high school attendance in District 131.

**This Code is in effect 24 hours a day, 7 days a week, 365 days a year (including summer months), inside and outside of school.**

The high school will attempt to make all participants aware of this Code and other rules established by coaches/sponsors. Information may be furnished at enrollment, initial participation in an activity and periodically in connection with other activities. However, the responsibility of learning, understanding and following this Code and other applicable rules lies with the student/athlete participant. Written acknowledgment of this Code by each participant will be sought, but will not be a prerequisite to enforcement of this Code or other rules.

## School Attendance, Medical Excuses, and Vacations

1. Daily school attendance, no less than four (4) consecutive academic classes, is required for a student/athlete to participate in daily practice, contests or events. Exceptions can only be made by the Activity/Athletic Director(s) on an individual basis. It will not be the practice for participants to purposely miss part of a school day. Documentation of medical appointments, college visits, court appearance, must be provided to the coach and/or Athletic/Activity Director(s) prior to participation of the practice or contest/event.
2. Athletes who are medically excused from regular physical education classes may not participate in school activities, practices, or games without a doctor's release or a release from the school nurse. However, participation in athletics for such student/athletes may be limited by the school based on the safety judgment of the Athletic Director after consultation with the coach.
3. Participation in regular pre-season practices is important for the safety and health of student/athletes. Absence from such practices for vacations will be considered by the coach in restricting participation. However, absences due to illness will be considered in a different light and will be subject to individual review by the Athletic/Activity Director with advice from the head coach in perspective of what is best for the student/athlete participant and school.
4. Vacation absences during an activity or team season can result in restricted participation or release from the team/activity. See the individual coach/sponsor at the start of the sport/activity for details about absences.

## Athletic Code of Conduct Violations

### Code of conduct points of emphasis:

1. If season concludes before suspension is completed, ineligibility will carry over to the next activity in which the student participates.
2. An ineligible student shall attend all practices or rehearsals but will not "suit up" for games or performances.
3. If a student fails to complete an activity in which they are serving a penalty for a Code of Conduct violation the full penalty will be attached to the next activity in which the student participates.

All penalties involving the Code of Conduct are cumulative throughout high school.

5. When a coach of the athlete has personal knowledge of a violation, the coach is the first level of authority and is a mandated reporter of violations of the Code of Conduct. The head coach of a program has the right to develop his/her additional guidelines in regard to individual team rules, which may call for severe suspension or expulsion from a team.
6. Any student/athlete that is found in violation of a school or athletic policy will be held to the District 131 Discipline Guidelines and the Athletic Code of Conduct. Discipline thereafter will be in compliance with the District 131 Guidelines and the Athletic Code of Conduct.
7. A written report of the violation and suspension shall be sent to the parents/guardians of the athlete involved and with copies to the Athletic Director and to the high school principal.
8. Reinstatement will be after suspension and a parental conference with the coach, Assistant Athletic Director, and Athletic Director.
9. If necessary, the suspension may be carried from one sport season to another.

### Procedure

A student/athlete accused of a violation will be informed of the charge and given the opportunity to explain or respond.

1. For violations which occur at school or at school-sponsored events a school administrator/dean will be informed and will follow the normal school conduct code. With regard to the extra-curricular penalty, the administrator/dean will inform the Athletic/Activities Director, head coach/sponsor, and parents.
2. For reported violations which occur outside of school or in the summer, the Athletic/Activities Director will investigate and inform the head coach/sponsor, student/athlete, and parents. The Athletic/Activities Director will meet with the student/athlete and render a decision regarding Athletic/Activities participation.

### Appeal

Since athletic/activity participation is a privilege, it is not protected by due process procedures applicable to regular public education. A participant may appeal the declaration of the ineligibility to the building principal.

Such appeals must be submitted in writing within 48 hours of the declaration. A parent must attend the appeal.

Any assigned consequences will be postponed during the appeal. The decision of the principal is final.

### Violations Include:

#### 1. School Suspensions

- a. During out-of-school suspensions, no practices or contests are allowed. In addition, the student/athlete may not be in practice or a contest if that conflicts with an assigned school penalty (such as after).
- b. In repetitive cases, the high school administration may consider additional consequences for the student/athlete based upon the student/athlete's history and the recommendation of the Athletic Council.

## 2. Criminal Action

- a. When the school has substantiated knowledge of a felony level criminal offense or that a student/athlete has been charged with a felony level criminal offense, he/she will immediately be temporarily suspended from participation in all extracurricular activities. The Athletic Director will investigate the allegation and if the information is found to be valid, will bring the information to the Athletic Council for consideration. The duration of the suspension and reinstatement of the student/athlete to a program based upon the investigation and review of the information will follow;
  - i. **1<sup>st</sup> Offense:** The student/athlete will be suspended from 25% of athletic/activity contests/events.
  - ii. **2<sup>nd</sup> Offense:** The student/athlete will be suspended for one calendar year from participating in all athletic/activity contests/events.
  - iii. **3<sup>rd</sup> Offense:** The student/athlete will not be allowed to participate in any school activity or events for the rest of his/her high school years. (sport practices, events, dances, and prom, etc.)

## 3. Substance Use or Possession

- a. Schools have a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. It is considered a violation of the athletic and activity code if a student/athlete possesses, uses, distributes, or sells illegal drugs, look-a-like drugs, synthetic drugs, paraphernalia, controlled substances, or alcoholic beverages, and if a student/athlete attends a party or gathering where alcohol or drugs are present or being consumed. The following procedure will be used if a student/athlete who tries out or participates in athletics or activities is involved in an alcohol or drug-related situation. The Athletic Director will investigate all allegations and if the information is found to be valid, will bring the information to the Athletic Council for consideration.

The duration of the suspension and reinstatement of the student/athlete to a program based upon the investigation and review of the information will follow:

### Voluntary Admission/1<sup>st</sup> Offense:

A student/athlete may admit that he/she violated the code provisions regarding drugs and alcohol only one time in his/her high school career. The voluntary admission to the coach/sponsor/athletic or activities director must occur within the first 24 hours following the rule violation. Voluntary admission of an infraction of the training rules regarding substance abuse will result in a 10% suspension and will count as a first offense. In such cases the student/athlete must voluntarily attend and complete an approved substance abuse program within 48 hours after notification. Failure to follow the recommendation will result in forfeiture of the Voluntary Admission clause. Voluntary admission is not applicable if authorities respond to a gathering where alcohol or drugs are present and report to school officials; if a ticket is issued for attendance at, consumption/possession; or names appear in the newspapers.

- i. **1<sup>st</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will be suspended 25% of athletic/activity scheduled competition, which could result in the consequence being served over two seasons. If the student/athlete completes an assessment program from a professional agency, the suspension may be reduced to 10% of scheduled contests following the completion of the recommendations of the educational program/assessment, with documentation provided of completion of the program. The student/ athlete will participate in all practices and attend all contests, but not dress during the time they are serving the consequence. It is the responsibility of the student/athlete to provide the Athletic Director with evidence of completion of the required education program, before reinstatement of privilege.
- ii. **2<sup>nd</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will be suspended for one calendar year from participating in all school athletic/activity contests/events. It is the responsibility of the student/athlete to provide the Athletic Director with prompt evidence of the required assessment/evaluation prior to reinstatement of Athletic/Activity privileges.
- iii. **3<sup>rd</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will not be allowed to participate or attend any school activity or event for the rest of his/her high school years (i.e. sport events, dances, and prom etc.)

#### 4. Steroids and Performance Enhancing Supplements

- a. The use of steroids and performance-enhancing dietary supplements listed on the IHSA banned list are prohibited.
- b. Any student/athlete who ingests or otherwise uses any of the banned substances on the association's banned list, without written permission by a licensed physician to treat a medical condition, violates IHSA By-Law 2.170 and its subsections, is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals from the schools list of all athletic participants/teams at any given time throughout a school year, during selected IHSA state series, or during the school day, for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student/athlete, his or her parents, and his or her school.
- c. As a prerequisite to participate in IHSA athletic activities, no student/athlete may participate unless the student/athlete and the parent/guardian consent to random drug testing. A complete list of current IHSA banned substances can be accessed at: <https://www.ihsa.org/documents/sportsMedicine/current/IHSA%20Banned%20Drugs.pdf>
- d. The National Center for Drug Free Sport, Inc., provides easily accessible resource designed to answer student/athlete and parent questions about its drug testing program, banned substances and questions about dietary supplements. The Resource Exchange Center (REC) may be accessed at: [https://www.ihsa.org/documents/sportsMedicine/Resource\\_Exchange\\_Center\\_Flyer.pdf](https://www.ihsa.org/documents/sportsMedicine/Resource_Exchange_Center_Flyer.pdf)

#### 5. Tobacco

- a. It is a violation of this code to use or be in possession of tobacco, smokeless tobacco or electronic cigarette products. The Athletic Director will investigate all allegations and if the information is found to be valid, will bring the information to the Athletic Council for consideration. The duration of the suspension and reinstatement of the student/athlete to a program based upon the investigation and review of the information will follow:
  - i. **1<sup>st</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will be suspended for 25% of scheduled contests, which could result in the consequence being served over two seasons. The student/athlete will participate in all practices and attend all contests, but not dress during the time they are serving the consequence. It is the responsibility of the student/athlete to provide the Athletic Director with evidence of completion of the required education program, before reinstatement of privilege.
  - ii. **2<sup>nd</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will be suspended for one calendar year from participating in all student athletic/activity contests/events. It is the responsibility of the student/athlete to provide the Athletic Director with evidence of completion of the required education program.
  - iii. **3<sup>rd</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will not be allowed to participate in any school activity or events for the rest of his/her high school years (sport events, dances, and prom etc.)

#### 6. Hazing/Harassment/Bullying

- a. The East Aurora School District 131 Board of Education strives to maintain a learning environment that is free from any form of harassment, intimidation or bullying of student/athletes. No person, including a district employee, agent, or student/athlete shall harass, intimidate or bully another student/athlete based upon a student/athlete's race, color, national origin, sex, sexual orientation, religious beliefs, age, physical and mental handicap or disability, status as homeless, or actual or potential status, including pregnancy, or any other protected characteristic.
- b. District 131 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/athlete's educational performance, or that creates an intimidating, hostile or offensive educational environment. Student/athletes involved in hazing/harassment/bullying, upon review of the evidence by the Athletic Council and Athletic Director, may be suspended from athletic/activity contest/events or removed from their team.
- c. If a student/athlete is unsure of an appropriate behavior or practice, a building administrator can clarify.

## 7. Gang/Subversive Group Activity

a. When the school has substantiated knowledge of a student/athlete involvement in gang or subversive group activities, that student/athlete will be suspended immediately from participation in athletic activity at East Aurora High School during the period of investigation. The Athletic Director will investigate all allegations and, if the information is found to be valid, will bring the information to the Athletic Council for consideration. The duration of the suspension and reinstatement of the student/athlete to a program based upon the investigation and review of the information will follow;

i. **1<sup>st</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will be suspended for 25% of scheduled contests, which could result in the consequence being served over two seasons. The student/athlete will participate in all practices and attend all contests, but not dress during the time they are serving the consequence.

ii. **2<sup>nd</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will be suspended for one calendar year from participating in all athletic/activity/contests/events.

iii. **3<sup>rd</sup> Offense:** Upon review of the evidence by the Athletic Council and Athletic Director, the student/athlete will not be allowed to participate in any school activity or events for the rest of his/her high school years. (sport practices, events, dances, and prom etc.,).

## 8. IHSA Policy and School Recommendations for Transgender Participation

The Illinois High School Association approves this policy and process to address the participation of transgender students in all IHSA state finals series in athletics and activities.

For the purpose of this policy the following definitions will be in place:

- Transgender: a person whose gender identity doesn't match the sex assigned to him or her at birth.
- Intersex: a person who is born with a reproductive or sexual anatomy and /or chromosome pattern that doesn't seem to fit the typical definitions of female or male.
- Gender Identity: a person's deeply-felt internal sense of being male or female.
- Gender Expression: a person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.)

**Privacy Statement:** All discussions and documents at all levels of the process either by a member school, appeals panel, and/or IHSA shall be kept confidential unless specifically requested by the student and family.

### School Procedure:

a. The student and/or parents shall contact the school administrator or Athletic Director at their member school notifying them that the student has a different gender identity than listed on the student's school registration card or birth certificate, and that the student wishes to participate in athletics/activities in a manner consistent with their gender identity. The school shall collect the following for the participation ruling:

b. Gender identity used for school registration records;

- i. Medical documentation (hormonal treatments, sexual re-assignment surgery, counseling, medical personnel, etc.)
- ii. Gender Identity related advantages for approved participation

c. Once the school administrator has collected the relevant information, the member school shall contact the IHSA office in writing of the request for the ruling, the student's gender identity, and the selected athletics/activities that the student would like the opportunity to participate in if they are selected through the team try-out process.

- i. Once the student is approved, participation is granted through the duration of their high school career, it does not need to be annually renewed.

**IHSA Procedure:**

IHSA will make final rulings on student participation. The IHSA will establish a group of medical personnel to act in an advisory role when reviewing rulings. Appealing parties should provide the following documentation:

- a. A current transcript and school registration information;
- b. Documentation of the student's consistent gender identification (for example affirmation statements from student, parent/guardian, and/or health care provider);
- c. Any other pertinent documentation or information.

The IHSA will respond to the member school in writing the decision of the participation ruling.

**Areas of Awareness:**

- Have a plan in place.
- Use correct names/pronouns, according to student's self-identification.
- Gender appropriate restroom accessibility.
- Locker room accessibility.
- Educational training for teachers, counselors, coaches, administrator and students on transgender sensitivity in relation to student.
- Manner of dress according to gender identity.
- Access to resources and accurate information.

## **Award Selection and Distribution**

### **Athletic Awards**

The types of awards include: a 7" Varsity block letter given for the first varsity award, a 6" block letter given to student/athletes for playing on a JV team in a sport that has four levels of teams, a 5" block letter given as the first Lower Level Award other than freshmen, and Freshmen Numerals for the first award in a sport which fields a team which competes only at the freshman level. The first varsity award also receives a pin denoting the sport of participation. Athletes earning letters in the same sport and at the same level after the first year will receive a Letter Award Certificate. Also, freshmen who earn numerals in a second or third sport in their freshmen year will receive a Letter of Award Certificate. Team managers, statisticians, trainers, video managers and the like, will receive Letter Award Certificates.

All seniors who have completed three years of competition in a specific sport or a player who is injured or ill may be awarded a letter as meritorious recognition of his/her interest and dedication to the sport.

The coach and athletic director as a basis for determining awards will consider attendance at practice, attitude, participation, and conduct. Athletes are expected to maintain a high standard of citizenship and to contribute to the welfare of the squad and the school in order to be eligible for an athletic letter award.

A student/athlete must have completed the season in good standing. No athlete may be given an award if dropped from a squad for the remainder of the season because of disciplinary or scholastic reasons.

## Special Awards

### Cliff Robert Senior Athlete of the Year Award

This award is presented each year to the most outstanding senior boy and senior girl athlete. Nominees are presented by each member of the coaching staff; a committee of head coaches and the athletic director vote on the final choice. Head boy's coach's vote for boys and Head girl's coaches vote for girls. There must be a clear majority of votes to be selected.

Qualities such as leadership, citizenship, contribution to the athletic department and scholarship weigh heavily in the selection.

### Art Court Award

This award is presented each year to the senior boy and senior girl athlete with the highest grade point average.

### Cliff Pensyl Award

This award is given to the senior athlete who has overcome hardships and adversity in order to participate in his/her sport.

### Academic All-Conference Team

Nominees must be athletes who are varsity letter winners or will be receiving a varsity letter that season. Student/athletes must be enrolled in high school a minimum of two (2) semesters. Selection is based strictly on grade point average (accumulated). The minimum standard is 3.5 points with a four-point system. A certificate and pin is given to each Academic All-Conference athlete.

### All-Conference Awards

The head coach of each varsity team nominates players from his/her team which is based on performance, character, and statistics. Coaches from all Upstate Eight Conference schools vote. A coach may not vote for a player from his team. All-Conference, Honorable Mention, and Special Mention winners are awarded a certificate.

## LETTER AWARD CRITERIA

SPORT	LEVEL OF COMPETITION	AWARD REQUIREMENT
BADMINTON	Varsity/JV	Compete in 1/3 total game played
BASEBALL	Varsity/JV	Compete a minimum of 9 games
	Sophomore/Freshmen	
BASKETBALL - BOYS	Varsity/JV	Compete in 1/3 of total quarters played at a level
	Sophomore/Freshmen	
BASKETBALL - GIRLS	Varsity/JV	Compete in 1/3 of total quarters played at a level
	Sophomore/Freshmen	
BOWLING	Varsity/JV	Will receive the letter of the level that the majority of games are bowled
CROSS COUNTRY - BOYS	Varsity/JV	Finish in the top 7 of East High competitors in any meet
	Sophomore/Freshmen	
CROSS COUNTRY - GIRLS	Varsity/JV	Finish in the top 7 of East High competitors in any meet
FOOTBALL	Varsity/JV	Compete in 7 quarters of play (1 play constitutes a quarter played)
	Sophomore/Freshmen	
GOLF	Varsity	Compete in 1/3 of the total matches played
	Freshmen/Sophomore	
SOCCER	Varsity/JV I	Compete in a minimum of 7 games
	JV II/JV III/Freshmen	
SOFTBALL	Varsity	Compete in a minimum of 9 games at that level
TENNIS - BOYS	Varsity	Compete in 1/2 of total matches played
	JV I/JV II	
TENNIS - GIRLS	Varsity	Compete in 1/2 of total matches played
	JV I/JV II	
VOLLEYBALL	Varsity/JV	Compete in 1/3 of total games played
	Freshmen/Sophomore	
WRESTLING	Varsity/JV	Will receive the letter of the level that the majority of matches wrestled
	Sophomore / Freshmen	

## **Sportsmanship Mission Statement**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

## **Sportsmanship Is Everyone's Responsibility**

Sportsmanship starts on the court or athletic field and extends into the bleachers and beyond. In today's increasingly competitive environment, the thrill of victory and the agony of defeat seem to be more intensified than ever before. It is important to raise the public awareness of sportsmanship and interscholastic activities. It is everyone's responsibility to practice good sportsmanship. Recognizing the efforts by student/athletes, coaches, administrators, spirit groups, and fans is a valuable part of the interscholastic experience.

## **Administrative Discretion**

Because participation in athletics/activities is a privilege, this Code is merely a guide for responding to certain identified actions or conduct. Not every situation involving conduct inconsistent with a student/athlete participant's status as a representative of the high school is or can be covered. The high school reserves the right, but not the obligation, to alter, revise, adjust, or increase sanctions and discipline on a case-by-case basis, as the interests of the school require.

## **East Aurora High School – Head Coach & Administration Agreement:**

All coaches and administration agree to the Athletic Code of Conduct for EAHS.

## Contact the District

Administrative Center

310 Seminary Avenue, Aurora, IL 60505

info@d131.org

This handbook is also accessible online at: <https://www.d131.org/handbook/>

## Connect on Social Media

**Facebook:** [www.facebook.com/EASD131](https://www.facebook.com/EASD131)

**Twitter:** @EASD131

**Instagram:** @EASD131

**Vimeo:** <https://vimeo.com/easd131>