

**FREERPORT SCHOOL DISTRICT 145**

# **STUDENT/PARENT HANDBOOK**

**2023-2024**





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# INTRODUCTION

## OUR MISSION

In partnership with families, students, and the community, we commit to creating an innovative, inclusive, and student-centered learning environment so that all students are equipped and empowered to choose their college, career path, while becoming productive members of their community.

## CORE VALUES & BELIEFS

We commit to making sure that our planning, practices, and the way we evaluate our work will reflect our core values and beliefs:

Academic Achievement

Continuous Learning & Improvement

Parent and Community Partnership

Student Focused

Equity for all

Cultural Awareness and Tolerance

*This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (<https://www.fsd145.org/>) or at the Board office, located at 501 E. South Street, Freeport, IL 61032.*



## LETTER FROM THE SUPERINTENDENT

Welcome to School Year 2023-2024. Each school year presents a new opportunity for our District to better serve our students and families. The past few years have taught us the importance of building strong relationships with our students, family and community, as we strive to adapt and learn new ways of meeting the needs of our diverse student population. Going into our second year of returning to full-time in-person instruction, our theme for back to school is "I AM 145!"

Our mission calls us to commit to creating an innovative, inclusive and student-centered learning environment for our students. This Handbook has been created to provide our parents and students with the opportunity to familiarize themselves with important District policies and guidelines designed to help ensure a safe learning environment where all students can thrive. We will continue to strive to provide our students the opportunity to build their agency and identity through fair and equitable policies.

Our Student Code of Conduct continues to be a separate document from the handbook: As a resource, the Code of Conduct is different from the Handbook in supporting our commitment to a healthy and safe learning environment for all students. After convening a diverse group of stakeholders to review the Code of Conduct, we will be implementing a Level system within the Code this school year, that we believe will better align with the progressive disciplinary practices that help our students reflect upon their behaviors.

Last, strong partnerships between home and school remain a critical aspect of educating our students. We are grateful to the community for its steadfast support of FSD. Like student success, this support can be measured through quantitative indicators. But, more importantly, we will foster a shared belief and commitment to providing diverse opportunities for our students to feel empowered and engaged so they can achieve and serve.

After reviewing the handbook with your child, please feel free to contact our district office if you have any questions.

Sincerely,

Dr. Anna Alvarado



# BOARD OF EDUCATION

All meetings are held at 6:00 p.m. on the first and third Tuesday of the month unless otherwise noted. Unless otherwise noted, meetings are held at the Administration Building, 501 E. South Street, Freeport, Illinois.

The Committee of the Whole meetings will take place on the second meeting of the month during the regularly scheduled board meeting.

## Board of Education:

President:	<b>Mr. Jack Sosnowski</b>	(815)599-8872
Vice President:	<b>Ms. Martha Furst</b>	(815)238-9391
Members:	<b>Mr. Ryan Shirley</b>	(815)505-5244
	<b>Mr. Alan Greene</b>	(815)541-9699
	<b>Ms. Charlene Williams</b>	(815)238-0232
	<b>Ms. Audrey Moore-Howard</b>	(815)570-9189
	<b>Ms. Kacey Seal</b>	(815)541-4491

## KEY DISTRICT CONTACTS

<b>Central Office:</b>	<b>Main Line</b>	<b>(815)232-0300</b>
<b>Superintendent,</b>	Dr. Anna Alvarado	(815)232-0308
<b>Curriculum &amp; Instruction,</b>	Dr. Julia Cloat – Associate Superintendent	(815)232-0310
<b>Bilingual Education,</b>	Dr. Rocio Del Castillo -Assistant Superintendent	(815)232-0300
<b>Business,</b>	Dr. Patrick McDermott – Assistant Superintendent	(815)232-0305
<b>Human Resources,</b>	Mrs. Susan Covington-Fumo, Assistant Superintendent	(815)232-0307
<b>Equity,</b>	Dr. Shalonda Randle – Assistant Superintendent	(815)232-0321
<b>Pupil Personnel Services,</b>	Mr. Daniel Holder – Assistant Superintendent	(815)801-0115
<b>Nutrition &amp; Dining,</b>	Ms. Amanda Williams – Director	(815)232-0322
<b>Technology,</b>	Mr. Tom Elzen – Director	(815)232-0569
<b>Facilities &amp; Grounds,</b>	Mr. Justin Pasch – Director	(815)232-0585
<b>Enrollment and Transportation,</b>	Ms. Dallas Pieper – Director	(815)232-0558

# Freeport School District 2023-2024 Calendar

**166 Days Total includes 5  
emergency days and 2 institute days  
at the beginning of the year.**

1st quarter (45 days)  
2nd quarter (45 days)  
3rd quarter (42 days)  
4th quarter (46 days)

Emergency Days will be dropped each  
time an E-Learning Day is used

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
31						

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

\* May 29th Last Day of School if emergency days are not utilized.

- District Institute
- School Begins
- School Ends
- Holiday/Special Holiday
- End of Nine Weeks

- Parent Teacher Conference/Inservice
- Winter Break/spring Break
- Three-Hour Day
- School Imp. Day (Full Day)

- END OF QUARTER
- October 27, 2023
- January 19, 2024
- March 22, 2024

- SCHOOL IMPROVEMENT DAYS (FULL DAY)
- October 10, 2023
- February 20, 2024
- May 1, 2024

- INSTITUTE DAYS (4)
- August 21, 2023
- August 22, 2023
- September 20, 2023
- January 24, 2024

- INSERVICE (2 full days allowed for parent teacher conf. or five 1/2 day inservices)
- August 18, 2023
- November 6, 2023
- March 5, 2024 (half)

**Approved: February 21, 2023**  
BOE/Supt Ofc.

# SCHOOL DIRECTORY

<p><b>Freeport High School</b></p> <p>701 West Mosley Street Freeport, IL 61032 Phone: 815-232-0400 Ms. Sarah Hasken, Principal Monday - Friday, 7:30-2:30</p>	<p><b>Jones-Farrar, an IB World School</b></p> <p>1386 S. Kiwanis Dr. Freeport, IL 61032 Phone: 815-232-0610 Ms. Jennifer De Jong, Principal Monday - Friday, 8:55-3:30 <i>5th &amp; 6th</i>, 7:40-2:40</p>
<p><b>Freeport Middle School</b></p> <p>701 West Empire Street Freeport, IL 61032 Phone: 815-232-0500 Ms. Danielle Summers, Principal Monday-Friday, 7:30-2:30</p>	<p><b>Empire Elementary School</b></p> <p>1325 W. Empire Freeport, IL 61032 Phone: 815-232-0380 Mr. Ramon Viveros, Principal Monday - Friday (<i>inc. full-day EC</i>), 9:15-3:50; <b>Pre-K:</b> AM 9:15-11:45, PM 1:20-3:50</p>
<p><b>Carl Sandburg School</b></p> <p>1717 Eby Street Freeport, IL 61032 Phone: 815-232-0340 Dr. Beth Summers, Principal Monday-Friday, 7:42-2:45</p>	<p><b>Lincoln-Douglas Elementary School</b></p> <p>1802 West Laurel Street Freeport, IL 61032 Phone: 815-232-0370 Ms. Melissa Sago, Principal Monday - Friday 9:15-3:50; <b>Pre-K:</b> AM 9:15-11:45, PM 1:20-3:50</p>
<p><b>Blackhawk Elementary School</b></p> <p>1401 S. Blackhawk Ave Freeport, IL 61032 Phone: 815-232-0490 Ms. Stacey Kleindl, Principal Monday - Friday (<i>inc. full-day EC</i>), 9:00-3:35; <b>Pre-K:</b> AM 9:00-11:30, PM 1:05-3:35</p>	<p><b>Freeport Alternative High School</b></p> <p>1330 S. Locust Ave Freeport, IL 61032 Phone: 815-233-0796 Ms. Dana Dinderman, Associate Principal Monday - Friday 7:30-2:30</p>
<p><b>Center Elementary School</b></p> <p>718 E. Illinois Street Freeport, IL 61032 Phone: 815-232-0480 Ms. Amanda Hayes, Principal Monday - Friday, 9:00-3:35; <b>Pre-K:</b> AM 9:00-11:30, PM 1:05-3:35</p>	<p><b>SITE: Students in Transitional Education</b></p> <p>302 W. Exchange Freeport, IL 61032 815-235-8027 Ms. Sarah Swords, Associate Principal Monday - Friday, 8:00-2:00</p>

# CHAPTER 1. INTRODUCTORY INFORMATION AND GENERAL NOTICE

## Student Handbook Acknowledgement

Name of Student: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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## Parent/Guardian Acknowledgement

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

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

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

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

\_\_\_\_\_  
Date

# School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

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

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

## Visitor Policy & Expectations

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. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

1. No person on school property or at a school event shall perform any of the following acts:
2. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
3. Behave in an unsportsmanlike manner or use vulgar or obscene language.
4. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
5. Damage or threaten to damage another's property.
6. Damage or deface school property.
7. Violate any Illinois law or municipal, local or county ordinance.
8. Smoke or otherwise use tobacco products.
9. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
10. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
11. Use or possess medical cannabis, unless he or she has complied with the Illinois' Compassionate Use of Medical Cannabis Act and district policies.
12. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
13. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
14. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.

15. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
16. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
17. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## Equal Educational Opportunities & Sex Equity

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

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 or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Shalonda Randle, Assistant Superintendent of Equity, at [shalonda.randle@fsd145.org](mailto:shalonda.randle@fsd145.org), 815-232-0321.

## 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 principal 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.

## School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building 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.

## Invitations and Gifts [K-8]

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 using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

## Treats and Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion, including birthday celebrations, are discontinued. As

a suggestion of alternatives to food and snacks, parents are welcome to come to school and read, play games, help with math and writing, or other activities that students are able to participate in.

## Emergency School Closings

On occasion, it may be necessary to dismiss school early due to inclement weather or some unforeseen circumstance. Students need to know where they should go in the event of an emergency dismissal from school. The following guidelines may be helpful:

- If there is usually a parent at home, explain to the student that he/she should come home if there is an emergency dismissal.
- Select a relative or neighbor who is usually home and is willing to serve as a backup.
- If inclement weather is forecasted, please listen to a local radio station, watch a local television station or check the school district website ([www.fsd145.org](http://www.fsd145.org)) or Facebook page ([facebook.com/fsd145](https://facebook.com/fsd145)).

School closings and emergency dismissal or announcements are sent to all local and stateline area radio stations:

School closings and emergency dismissal or announcements are made on the following television stations:

WREX/NBC

WTVO / ABC

WIFR/CBS

**The Freeport School District has implemented an electronic notification system which notifies all parents and/or staff members simultaneously with any important messages, such as snow day cancellations, etc. It is important to ensure that any and all phone numbers provided to the district are current and correct. These will be the numbers used by the system to contact if there is a situation that would require notification.** For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

## Inclement Weather Days

The district will determine if remote learning will take place during inclement weather day/s. If this is the case, announcements will be made through the district website, media outlets and recorded calls to families and staff. Student attendance will count during remote learning on snow days. As much as possible, schools should be prepared to send chromebooks home to students when there is an anticipated inclement weather related forecast, particularly during winter. Schools should also communicate with students and families ahead of time procedures during remote learning on snow days, including what to do if the students do not have possession of their chromebooks from home.

## eLearning

In the event of an emergency closure, students may be required to participate in online/virtual classes, download assignments from the classroom portal, or complete packets of work distributed by teachers. This work will be considered part of the student's regular coursework. Students who are unable to complete the work during school closure will need to consult with their classroom teacher to schedule an appropriate time to make up the incomplete work.

## 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.

## Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

National Suicide Prevention Lifeline: Call 1-800-273-8255

Crisis Text Line - Text HOME to 741741 to connect with a Crisis Counselor.

Safe2Help Illinois - Call 844-4-SAFEIL (723345) or text SAFE2 (72332).

## Accommodating Breastfeeding Students

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

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

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

## Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

## Student Appearance & School Uniform Guidelines

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Students can choose clothing that makes them feel comfortable and safe, as long as it complies with the following guidelines:

1. Clothing must cover all appropriate areas at all times. Appropriate areas include stomach, chest, butt, back, and upper thigh areas. Pants need to be secured at the waist or hip level. Ripped jeans on the upper thighs must have leggings underneath
2. Shirts must have sleeves. Sleeves are defined as material past the shoulder seam of a shirt. Underclothes/undergarments worn in an exposed manner are unacceptable (Includes, but not limited to bras, underwear, and boxers.)
3. Pajama wear including tops, pants and slippers are not acceptable attire to wear at school unless a day is set aside by the school for Pajama Day, ex. during Spirit Week.
4. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, pornography, profanity, violence, gangs, and weapons may not be worn at school.
5. Students cannot wear anything that includes hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, or national origin (adapted from the American Library Association).
6. Head coverings are not to be worn in the building. Exceptions may be made for religious or medical reasons.
7. Outerwear (coats, blankets, etc) are not permitted to be worn during the school day.

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

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

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

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

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

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

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

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

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

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

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

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment*.

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

## Faith's Law: Employee Conduct Standards

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

## Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

## Harassment & Teen Dating Violence Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual harassment is prohibited.** The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. Teen Dating Violence Prohibited Engaging in teen dating violence that takes place at school, on school property, at

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

## Making a Report or Complaint

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

### **Nondiscrimination Coordinator:**

Dr. Shalonda Randle  
501 E South Street  
shalonda.randle@fsd145.org  
815.232.0300

### **Complaint Managers:**

Dr. Shalonda Randle  
501 E South Street  
shalonda.randle@fsd145.org  
815.232.0300

Susan Fumo  
501 E South Street  
susan.fumo@fsd145.org  
815.232.0300

# CHAPTER 2. ATTENDANCE, PROMOTION, & GRADUATION

## 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.

## Home and Hospital Instruction

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

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

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

For information on home or hospital instruction, contact the PPS Department at 815-232-0300.

## Early Graduation [HS]

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal within the first ten (10) days of their senior year. 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.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the counselor prior to the end of the first quarter of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

## High School Graduation Requirements [HS]

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

- Completing all State mandated graduation requirements listed
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

## State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may

be English or any other When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
7. One semester of health education.
8. Physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

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

## Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

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

## Student Absences

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors

funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.<sup>2</sup>

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

## Make-Up Work

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

## Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services

## School Withdrawal

Students and their parents need to contact your school office and obtain the necessary forms for withdrawal. These forms need to be signed and returned to the secretary to complete the withdrawal process. All books and materials need to be returned, fines paid, and other



personal responsibilities taken care of before the withdrawal process is complete.

## 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.

## Exemption From PE Requirement [HS]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

- Enrollment in a marching band program for credit;
- Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program;
- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for

reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure

## Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded.

Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the 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 toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

## Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

## Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn

credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

## Honors/Advanced Placement(AP)/Dual-Credit Classes

Students who are interested in Honors, Advanced Placement (AP), or dual-credit classes may self-select to take those advanced classes in grades 7-12. The counselors in the Guidance Office at FMS and FHS have more information.

## Honor Roll

An honor roll is compiled at the end of each quarter. To gain Honor Roll status, a student must achieve a grade point average of at least 3.00. Students with a grade point average of 3.50 are recognized on the High Honor Roll. Students with a grade point average of 4.00 are given special recognition.

## Complaints About Curriculum, Instructional Materials, and Programs

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

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

# CHAPTER 3. STUDENT FEES AND MEAL COSTS

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

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

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

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

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

## School Lunch Program

### Food Service Nutrition and Dining Services (NDS)

The Nutrition and Dining Services Department is dedicated to providing appealing and nutritious meals to promote the growth and development of every student. The department has over 40 food and nutrition professionals that support student learning by promoting healthy habits for life-long nutrition practices. Our team strives daily to ensure that all meals served in our schools are freshly prepared, well-balanced, age appropriate and follow state (Illinois Board of Education) and federal (USDA) guidelines.

FSD145 Nutrition and Dining Services is enrolled in the School Breakfast Program, National School Lunch Program and the Community Eligibility Provision (CEP).

### Student Accounts

Effective May 2016, all Freeport School District students now have the opportunity to eat one reimbursable breakfast and one reimbursable lunch at school for no charge. Students who would like to purchase an additional a la carte item or milk may do so using funds on their student lunch account or provide payment at the time of purchase.

For students who wish to purchase additional items at breakfast or lunch, parents / guardians have the option to send cash or check with the student. We do request that when payments are sent with the student they come in a

sealed envelope marked with the following: Student's Name, Teacher's Name, Grade and Amount Enclosed. Checks should be made payable to Freeport School District 145. If parents / guardians prefer to make an advance payment with a credit card (MasterCard or Visa), you may do so on the school district website [fsd145.org](http://fsd145.org), select the lunch menus tab (top right of the home page) and scroll to the bottom of the page for e-pay options.

Please note that students who have a negative balance with Nutrition and Dining Services will have the negative amount owed following them each school year until payment is received. No further charges will be allowed on the students account.

## Lunch Money Refund Procedures and Guidelines

Parents/guardians whose student(s) are leaving the district during the school year can request and receive a refund for any remaining lunch money balance, parents / guardians are encouraged to contact the Nutrition and Dining Services Department directly at 815-801-0106 to request their refund check. Students who are graduating, will automatically receive a refund check for the amount of their remaining balance at the end of the school year. Students who are returning to FSD145 will keep their remaining balance for the following year on their account for future use unless a refund is requested from a parent/guardian.

### Menu Planning

The Nutrition and Dining Services Department is continually striving to improve our standardized district recipes while following state and federal guidelines. We will be following a 2-week breakfast cycle menu that will switch to a new cycle menu upon the completion of the 2nd academic quarter, lunch will be following a 5-week cycle menu. All menus are posted on the school district website as well as sent out to parents/guardians utilizing Peachjar monthly. To assist parents/guardians with helping their student(s) select lunch, the Director of the Department will post item descriptions for all items served with each menu cycle.

### Offer versus Serve/What makes a reimbursable meal?

Each student registered with Freeport School District 145 does have the option to select one reimbursable breakfast and one reimbursable lunch every day free of charge. For grades K-8 we are "serve only", which means that all

students must take 3 meal components at breakfast (Grain, Fruit and Milk) and all 5 meal components at lunch (Grain, Fruit, Vegetable, Meat/Meat Alternative and Milk). For grades 9 -12 we are "offer only", which means all students must take 3 meal components at breakfast (Grain, Fruit and Milk) and 3 out of 5 meal components at lunch (Grain, Fruit, Vegetable, Meat/Meat Alternative and Milk). Of the 3 components selected one of them must be a Fruit and/or Vegetable per Federal guidelines.

### Pricing for A la carte and adults

A la carte pricing will range from \$0.40 to \$2.00 depending on the item. Price lists are available upon request.

### Adult Meals:

Nutrition and Dining Services encourages parents and District staff members to join us in the cafeteria to further promote to our students healthy eating habits for life long nutrition practices. The charge for an adult breakfast is \$2.50 per meal and lunch is \$3.50 per meal. Meals served to adults are not eligible for federal reimbursement, nor do they earn federal commodities for the district. It is the responsibility of FSD145 to ensure that the federal reimbursements, student payments and donated commodities do not subsidize program meals served to adults. At a minimum, the adult charge will be greater than the student charge by the value received in reimbursement and commodities.

Parents / guardians that do join us in the cafeteria should notify the Nutrition and Dining Services staff at the school if they are interested in purchasing a meal. The Director of the Department welcomes any feedback regarding your visit to the school cafeteria.

## Serving Times

Breakfast and lunch are served daily to all students of FSD145. We encourage all parents/guardians to encourage students to eat a healthy reimbursable meal at breakfast and lunch.

Each school does offer a breakfast and lunch period, please see your students' school information for designated times. All elementary students do have the option of eating a sack lunch on school improvement 3 hour days. There is no lunch service for Middle School and High School on 3 hour days, however, breakfast is served as normal.

## **Field Trips**

Sack lunches are available to all students on field trip days, and must be pre-ordered with your student's teacher 10 days prior to the field trip date.

## **Students with Food Allergies**

In cases of food allergies, generally, children with food allergies or intolerances do not have a disability as defined under section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to make food substitutions for them.

However, when in a licensed physician's assessment, food allergies may result in severe, life threatening (anaphylactic) reactions, the student's condition would meet the definition of "disability", and the substitutions prescribed by the licensed physician must be made.

For schools participating in federally funded school nutrition programs, USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for students whose disabilities restrict their diet (life threatening / anaphylactic reactions). A student with a disability must be provided substitutions in foods when that need is supported by a completed physician's statement signed by a licensed medical physician. The Illinois Board of Education provides form 67-48 Physician Statement for Food Substitution. Blank copies are available from each school nurse or from the Director of Nutrition and Dining Services. In order for food substitutions to be requested on behalf of the student FSD145 does need a completed and signed Physician Statement on file for the current school year.

Upon the completion of the form, it must be returned to either the school nurse or the Director of Nutrition and Dining Services for review. The parent/guardian will then be contacted for follow-up with the school nurse and Director. If the allergy is determined to meet the required guidelines of the physician statement, the school nurse and Director will work with the student and parent/guardian to establish a plan regarding the menu and ensuring substitutions are accommodated.

If the allergy is determined that it does not meet the required guidelines provided by the USDA and ISBE, the student, parent/guardian, school nurse and Director can

meet to further review the allergy to assist with providing a list of items the student should avoid.

Regardless of the severity of the allergy, Nutrition and Dining Services can place an alert on the student's account that prompts staff to assist the student in selecting food that is free of possible irritants.

### **Lactose Intolerance/Allergy**

Every cafeteria within FSD145 has lactose free milk options available in addition to the daily milk selection. Please ensure that an updated medical note is on file regarding any milk allergies or intolerances with the school nurse to ensure we have proper quantities available for all students.

### **Smart Snack Guidelines**

Effective in the school year 2014-2015, the USDA implemented regulations regarding all food and beverages sold at school during the school day (Midnight – 30 minutes after the dismissal bell). The Smart Snacks in Schools regulation applies to all food and beverages sold a la carte, in the school store, vending machines, fundraisers (during school hours) and further assists school wellness policies to establish guidelines for foods brought into the district. Per the Illinois Board of Education and USDA any items that fall into the smart snack rule, must be submitted to the Director of Nutrition and Dining Services for approval and kept on file for three years.

### **Fundraising**

Schools are still able to complete fundraisers throughout the school year. However, fundraisers that involve selling food or beverages during school hours (Midnight – 30 minutes after dismissal bell) to students must be submitted to the Director of Nutrition and Dining Services for approval and meet the Smart Snack guidelines. Fundraising activities that take place outside of school, such as cookie dough or frozen pizza sales, are exempt from the nutrition standards because they are not intended for consumption at school.

The sale of food items that meet nutrition requirements for fundraisers are not limited in any way under the Smart Snack guidelines. However, if a fundraiser does not meet the Smart Snack guidelines, the USDA does allow exemption days.

For grades K-8 there are no exemption days allotted for food and beverages sold that do not meet the smart snack guidelines.

For grades 9 – 12 there are 9 total exemption days for the entire school year.

Upon the completion of the form, it must be returned to either the school nurse or the Director of Nutrition and Dining Services for review. The parent/guardian will then be contacted for follow-up with the school nurse and Director. If the allergy is determined to meet the required guidelines of the physician statement, the school nurse and Director will work with the student and parent/guardian to establish a plan regarding the menu and ensuring substitutions are accommodated.

If the allergy is determined that it does not meet the required guidelines provided by the USDA and ISBE, the student, parent/guardian, school nurse and Director can meet to further review the allergy to assist with providing a list of items the student should avoid.

Regardless of the severity of the allergy, Nutrition and Dining Services can place an alert on the student's account that prompts staff to assist the student in selecting food that is free of possible irritants.

### **School Events**

Smart Snacks in Schools only applies to foods and beverages sold to students on the school campus during the school day. The nutrition standards do not apply to food and beverages sold at events held after school, off campus, or on weekends, such as school plays or sporting events.

### **School and Local Wellness Policy- Policy 660**

Please visit the [fsd145.org](http://fsd145.org) website for our most current school wellness policy.

# CHAPTER 4. TRANSPORTATION & PARKING

## Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school or in a designated hazard area. Students are assigned bus stops based on their residence, or alternate pick up/drop as designated at the start of each school year. A notification will go out via the electronic notification system prior to the start of the year indicating the bus stop, pick up and drop off times. Changes to pick up or drop locations must be made in person at the Enrollment and Transportation office. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal and the enrollment and transportation office.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal and the Director of Enrollment and Transportation. Students are expected to follow all school rules while on the bus.

## Bus Conduct

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

1. Willful injury or threat of injury to a bus driver or to another rider.
2. Willful and/or repeated defacement of the bus.
3. Repeated use of profanity.
4. Repeated willful disobedience of a directive from a bus driver or other supervisor.
5. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Students may be in possession of cell phones on school property or at school events within established guidelines by the Board of Education for such use. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Students in grades K-4 who ride a bus with 3-point seat belts are required to use the seat belts while the bus is in motion.

## Riding the Bus

Parents/Guardians of current students must verify all transportation information on their student(s) registration

documents and make any corrections or additions on the registration forms. Transportation will not accept changes for current students after August 11th. All changes/additions made after August 11th will take effect on August 28th. During the school year, parents/guardians must notify transportation of address changes or changes in needs of transportation, as soon as possible. Transportation changes require two days to take effect.

Bus students are expected to use good behavior to keep riding a bus. School rules apply and specific bus rules have been developed. Good behavior from students results in better driver concentration and safe driving. Please continually remind your child of respectful and safe behavior. Improper conduct may result in the riding privilege being taken away (suspension from bus). The following items are prohibited from the bus: skateboards and roller-skates/blades, large projects, large instruments and balls if not concealed in a bag.

Students need to be at designated bus stops 5 minutes before the scheduled pick up time. Buses will not honk or wait for students who are not ready. If a student misses the bus in the AM, parent/guardian is responsible for finding alternative transportation. If a student misses the bus after school, the parent or emergency contact person is called to arrange for transportation.

Students are expected to ride their regular bus home each evening unless prior arrangements have been made through the office. Please send a note if a change is needed. Students must get on and off at their designated bus stop unless prior arrangements have been made.

Please see the **Student Code of Conduct** for bus behavior regulations and consequences for inappropriate behavior. Transportation is available to students living 1.5 miles or further from school or who live in a designated hazard area. Call Transportation at 232-0580 with questions.

## Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on

audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## Bus Passes

Bus Passes for temporary changes or alternate locations are obtained from the school office ONLY. Students must present a note from a parent/guardian indicating a student will be riding the bus to an alternate location. The office will issue a bus pass for the day. We will not accept phone calls to transportation or the school or a written note handed to a bus driver.

Bus passes for your student's regular route will allow the school bus driver, monitor and other Freeport School District staff to quickly identify which bus each child belongs on. The passes will also serve as a means to control capacity and to ensure that unauthorized riders are not riding our school buses. Freeport School District bus passes are equipped with RFID tags to better track your student. The tag will allow transportation and the parent/guardian to know when and where the student boarded and got off the bus. The passes may be attached to the student's backpack, jacket or School ID badge, but must be present at boarding time and available upon request from a staff member. Lost or damaged bus passes may be obtained from the Transportation Office or by contacting the building office.

## Preschool Students

A designated person must receive children from the school bus or the child will be returned to your student's school of attendance. Bus changes take effect on Mondays. Children are required to have consistent morning and afternoon pick up and drop off locations.

## Pick-up and Drop-off Safety Rules

Parents dropping off or picking up students may not use the school parking lots or the areas in front of the schools where buses load. Cars driving in and out of these areas cause dangerous situations for our children. Please help keep all the students safe by observing these safety precautions.

If someone other than the parent or guardian, and who is not listed on the emergency card will be picking up the



student, the office must be notified in writing in advance by the parent/guardian. Without proper parent notification, the student will not be released.

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: Transportation: 815-232-0580.

## Bicycles

Bicycles may be ridden to and from school by students STARTING IN GRADE THREE in the fall and spring. Students must maintain bicycles in a safe condition and observe safety regulations, to include observing Rules of the Road, in order to continue riding to school. Students are to walk and lock bicycles while on school grounds. Helmets are optional but are an important piece of safety equipment. Bicycles must be secured to a bike rack and must be locked. Schools are not responsible for theft or damage to bicycles.

## Parking

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 must 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.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR 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 in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots may be 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 locations available for school visitor parking.

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.

# CHAPTER 5. HEALTH & SAFETY

## Immunization, Health, Eye & Dental Examination

### Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year<sup>1</sup> will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of

medical reasons must be signed by an appropriate medical professional.

### Eye Examination

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

### Dental Examination

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

### Exemptions

A student will be exempted from the above requirements for:

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

## Student Medication

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

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

## Self-Administration of Medication

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

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication

required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

## Undesignated Medications

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

## Emergency Aid to Students

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

## Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

# Emergency Procedures

In case of an actual emergency involving a fire, tornado, or some other natural disaster that actually does damage to the building, all students will be moved to an evacuation site. The site will be announced by emergency personnel handling the situation. A decision to return to school or be released will be made by the administration and local authorities.

## Fire Drill

The signal for a fire is the continuous tone of the fire alarm horns and the flashing of the strobe lights. At the signal for a fire, everyone must leave the building in the manner designated. Students should always assume that the alarm means a fire and follow the process to evacuate the premises.

## Lockdown Drill

From time to time each school building will conduct a lockdown drill. During this time all outside doors will be locked and students will be moved to a safe location within the classroom/building. Locking the interior doors is done in the event that an intruder would be in the building. The lockdown may be done in conjunction with dog searches of the building and with the support of the Freeport Police Department as part of our district wide Crisis Management Plan.

## Tornado Drill

The signal for a tornado is the repeated tone of the tornado alarm bells, and in some buildings, the flashing of the strobe lights. At the signal for a tornado, everyone must go to a secure location away from windows and assume a protective position. Always assume that the alarm means a tornado.

## Emergency Contacts

All students are required to have up-to-date emergency information on file. If there is a change in address, phone number, emergency contact person, work schedule or babysitter during the year, please contact the Enrollment & Transportation Center: (815) 232-0558 so that we can update the student's emergency card. Please notify persons listed as emergency contacts for your child that

school personnel may call them if needed. Persons listed as emergency contacts will be used only to assist in locating the parent. No student will be released to a person listed on the emergency card unless written approval from the parent/guardian has been received by the school. Under no circumstances will a student be released to a person not listed on the emergency card.

It is the responsibility of the parent/guardian to ensure that the information on the emergency card is up-to-date. If at any time during the school year a change is to be made to your child's emergency contact information, please contact your child's school secretary.

## Communicable Disease

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

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

# CHAPTER 6. INTERNET, TECHNOLOGY, & PUBLICATIONS

## Acceptable Use of the District's Electronic Networks

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

### Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and

18. Using the electronic networks 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:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account

without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**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 malware, such as viruses and spyware.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use 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 Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.
2. 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.
3. 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.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned

and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

## Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

## Guidelines of Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. 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.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. 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,

- d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
  8. 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 10 or fewer copies of the same publication on one or more days to students 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 paragraphs 4, 5, 6, and 7.

## Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and

substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

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

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

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

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



a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

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

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

# CHAPTER 7. EXTRACURRICULAR & ATHLETIC ACTIVITIES

## Extracurricular Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Please note that the information in this section provides a summary of key information pertinent to the District's athletic regulations, however, this section is not exhaustive. You can locate the regulations in their entirety on the FSD website and/or upon request from the Athletic Director.

## Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's

Performance-Enhancing Substance Testing Program.

5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

## Illinois High School Association

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

## Academic Eligibility

### High School Extracurricular Eligibility

Students are encouraged to participate in a variety of activities both athletic and non-athletic. Recognizing that academic work is the core of the school's program, students are required to meet a combination of passing five academic classes (including PE), meeting the minimum level on a point scale, and not having multiple failing grades. The point scale is based on the value assigned to each letter grade in an academic class. A's, B's and C's are assigned a value of zero. D's are assigned a value of two and F's are assigned a value of three. Students with a point total of nine or more each week will be ineligible. Students must not have more than one failing grade to remain eligible. Extra-curricular eligibility will be checked on a weekly basis, but students who are ineligible at the end of a semester will remain ineligible until the end of the next grading period.

### Middle School Extracurricular Eligibility

In accordance with Illinois Elementary School Association by-laws, students at Carl Sandburg and Freeport Middle School shall be doing passing work in all school subjects to be eligible for participation. Extra-curricular eligibility will be checked on a weekly basis.

## Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

## Code of Conduct

The Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. The Code does not contain a complete list of inappropriate behaviors. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

## Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

## Drug and Alcohol Rules & Testing

Students shall not use, barter, or be in possession of alcohol, illegal drugs, look-alike substances, steroids or drug paraphernalia. Exception: medications (prescription drug) as prescribed by a licensed physician.

Further, students (includes 18 years of age or older) will not use or be in possession of nicotine in any form at any time (on or off campus). Nicotine shall mean cigarettes, electronic cigarettes, juuls, vaping, cigars or nicotine in any form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco which is intended to be placed in the mouth without being smoked. This includes possession of a vape, pipe or other device used to consume nicotine.

A student suspected of being under the influence of an illegal substance may be seen by medical personnel to determine if a drug test is needed to indicate an infraction has occurred.

Any drug testing procedure and testing agency must be approved by the school district.

Last, information in this section does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

## Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as within the same grade range (MS, HS).

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

# CHAPTER 8. SPECIAL EDUCATION & SECTION 504

## Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

Students with disabilities who do not qualify for an individualized education program may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact the appropriate individual using information on the following page.

## Behavioral Interventions

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

## Discipline of Special Education Students

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

## Access to Classroom for Special Education Observation or Evaluation

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

## Related Service Logs

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

## IEP & Section 504 Coordinators

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.

School	Principal	504 Coordinator
Blackhawk	Stacey Kleindl <a href="mailto:stacey.kleindl@fsd145.org">stacey.kleindl@fsd145.org</a>	Stacey Kleindl <a href="mailto:stacey.kleindl@fsd145.org">stacey.kleindl@fsd145.org</a>
Center	Amanda Hayes <a href="mailto:amanda.hayes@fsd145.org">amanda.hayes@fsd145.org</a>	Amanda Hayes <a href="mailto:amanda.hayes@fsd145.org">amanda.hayes@fsd145.org</a>
Empire	Ramon Viveros <a href="mailto:ramon.viveros@fsd145.org">ramon.viveros@fsd145.org</a>	Ramon Viveros <a href="mailto:ramon.viveros@fsd145.org">ramon.viveros@fsd145.org</a>
Jones-Farrar	Jennifer De Jong <a href="mailto:Jennifer.dejong@fsd145.org">Jennifer.dejong@fsd145.org</a>	Cassandra Blair <a href="mailto:cassandra.blair@fsd145.org">cassandra.blair@fsd145.org</a>
Lincoln-Douglas	Melissa Sago <a href="mailto:melissa.sago@fsd145.org">melissa.sago@fsd145.org</a>	Terry Heckman-Hixson <a href="mailto:terry.heckmanhixson@fsd145.org">terry.heckmanhixson@fsd145.org</a>
Carl Sandburg	Dr. Beth Summers <a href="mailto:beth.summers@fsd145.org">beth.summers@fsd145.org</a>	Dr. Beth Summers <a href="mailto:susan.albright@fsd145.org">susan.albright@fsd145.org</a>
Freeport Middle	Danielle Summers <a href="mailto:Danielle.summers@fsd145.org">Danielle.summers@fsd145.org</a>	Danielle Jackson <a href="mailto:danielle.jackson@fsd145.org">danielle.jackson@fsd145.org</a> Jill Watson <a href="mailto:jill.watson@fsd145.org">jill.watson@fsd145.org</a>
Freeport Alternative	Dana Dinderman <a href="mailto:dana.dinderman@fsd145.org">dana.dinderman@fsd145.org</a>	Dana Dinderman <a href="mailto:dana.dinderman@fsd145.org">dana.dinderman@fsd145.org</a>
Freeport High	Sarah Hasken <a href="mailto:sarah.hasken@fsd145.org">sarah.hasken@fsd145.org</a>	Katie Ries <a href="mailto:katie.ries@fsd145.org">katie.ries@fsd145.org</a> Sara Shockey <a href="mailto:sara.shockey@fsd145.org">sara.shockey@fsd145.org</a> Paul Heimer <a href="mailto:paul.heimer@fsd145.org">paul.heimer@fsd145.org</a>
SITE	Sarah Swords <a href="mailto:sarah.swords@fsd145.org">sarah.swords@fsd145.org</a>	Sarah Swords <a href="mailto:sarah.swords@fsd145.org">sarah.swords@fsd145.org</a>
Districtwide	Daniel Holder <a href="mailto:daniel.holder@fsd145.org">daniel.holder@fsd145.org</a>	Daniel Holder <a href="mailto:daniel.holder@fsd145.org">daniel.holder@fsd145.org</a>

# CHAPTER 9. STUDENT RECORDS & PRIVACY

## Student Privacy Protections

### Surveys by Third Parties

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

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

### Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## Instructional Material

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

## Selling or Marketing Students' Personal Information Is Prohibited

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

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

## Student Records

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

electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

**1. The right to inspect and copy the student's education records within 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student 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 included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

change in attendance centers, whichever occurs first.

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

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

- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

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

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any**



**information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's

parent/guardian or the student, if over the age of 18.

Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## Military Recruiters & Institutions of Higher Learning [HS]

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

# CHAPTER 10. PARENTAL RIGHTS NOTIFICATIONS

## Standardized Testing

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

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

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

## Homeless Child's Right to Education

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

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

## Family Life & Sex Education Classes

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

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

## School Visitation Rights

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

## Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Facilities & Grounds  
815-232-0633

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

## Mandated Reporter

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

## Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

## Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Further, Illinois state law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

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

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

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

## Parent Notices Required by the Every Student Succeeds Act

### I. Teacher Qualifications

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

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

## II. Testing Transparency

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

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

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

## III. Annual Report Card

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

## IV. Parent & Family Engagement Compact

## V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event. Please note that the option may be unavailable in instances where the District has only one school or attendance level for students of a certain age/grade level.

## VI. Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

## VII. English Learners

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

Parents/Guardians of Multilingual Learners will be informed in a language they can understand how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; (3) be notify that their child is enrolled in the bilingual program and the supports receive; and (4) participate and serve on the District's Bilingual Parent Advisory Committee.

For questions related to this program or to express input in the school's Multilingual programs, contact the Bilingual Department at 815-232-0300.

For questions related to this program or to express input in the school's English Learners program, contact the Equity Department at 815-232-0300.

## VIII. Homeless Students

For information on supports and services available to homeless students, see the information earlier in the Chapter above. For further information on any of the above matters, please contact the building principal.