

MORTON GROVE  
SCHOOL DISTRICT 70

# PARK VIEW SCHOOL

## STUDENT HANDBOOK

**2020-2021**

### **Our Mission**

*Maximize learning by challenging, guiding and inspiring individuals*

### **PUBLICATION/DISSEMINATION OF POLICY**

The school must make provisions for all parents/guardians to receive a copy of the Board of Education policies on discipline as well as the building rules and regulations at the beginning of the school year. Any student enrolling after the opening of school will receive this information at the time of enrollment.

\*PLEASE NOTE: Portions of this handbook refer to operations during non-pandemic conditions (i.e. cafeteria rules, extracurricular activities). During the COVID-19 pandemic, some sections do not apply. Please refer to the district's return to learn plan/resources for more information.

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# **MORTON GROVE SCHOOL**

## **DISTRICT 70**

### **STUDENT HANDBOOK**

Dear Parents/Guardians and Students,

On behalf of the entire Park View faculty and staff, welcome to Morton Grove School District 70! We are proud of the excellent reputation our school and students have earned, and we all wish to continue that tradition.

The following handbook is intended to provide you with the information needed to be positive contributors and participants in the Park View learning experience. We at Park View School are committed to providing a positive, innovative and nurturing environment wherein each individual is expected to rise to new levels of academic and interpersonal success. In order to meet this goal, we all must understand and strive for the highest expectations in the areas of academic and behavioral standards.

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 at [mgsd70.org](http://mgsd70.org) or at the Board office, located at 6200 Lake Street, Morton Grove, Illinois 60053.

Please read the handbook together as a family so that there is a clear understanding by every one of the Park View expectations. We look forward to a great year!

Sincerely,

Mr. Brad Voehringer, Superintendent

Mr. Matthew Condon, Principal

## **Chapter 1- Introductory Information and General Notices**

### **Section 1.40 - Visitors**

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors will be asked to provide a driver's license or state identification card for security purposes. Approved visitors must take a tag identifying themselves as a guest and wear the tag on a lanyard. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave.

### **Section 1.50 -Equal Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Voehringer.

### **Section 1.80- Invitations and Gifts**

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

### **Section 1.100 -Video & Audio Monitoring Systems**

A video and audio monitoring system may be in use on school buses. This system has been put in place to protect students. If a discipline problem is captured on video, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the video may be provided to law enforcement personnel.

### **Section 1.110 - 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.

## **Section 1.140 - 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 school district's policy 7:290, is posted on the school district website. Information can also be obtained from the school.

## **Chapter 2- Attendance, Academic Standards, Promotion and Graduation**

### **Section 2.10- Attendance**

Illinois law requires that whoever has custody or control of any child between six (on or before 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.

There are certain exceptions to the attendance requirement for children who: are physically or mentally unable to attend school, are between the ages of 12 and 14 while in confirmation classes, or have a religious reason requiring absence.

The day begins at 8:25 a.m. Students arriving after 8:25 a.m. are tardy. Continued tardiness will result in a consequence determined by the administration. A student who arrives after 10:20 am, or leaves before 1:20 pm will be considered absent for a half-day. If a student is out more than 3 consecutive school days, the office or nurse may request a doctor's note to readmit the student.

Grades 1 – 8	8:20 a.m.	Arrival
	3:20 p.m.	Dismissal
Kindergarten A.M.	8:20 a.m.	Arrival
	11:20 a.m.	Dismissal
Kindergarten P.M.	12:20 p.m.	Arrival
	3:20 p.m.	Dismissal

Children are **NOT PERMITTED TO ARRIVE BEFORE 8:00 a.m.** Upon arrival, children will go to their assigned grade level meeting area. Children should not go to their classrooms before or after school unless they have a teacher's written permission.

### **Section 2.20- Student Absences**

Parents or guardians are required to call PARK VIEW SCHOOL 847-965-6200, ext. 2 before 8:30 a.m. to report a student's absence. Phone calls from young adults and/or students will not be accepted. If a student is absent for more than 3-4 days, a doctor's note will be requested for explanation.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. **All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.**

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.

When necessary, teachers will refer students to the school nurse. Please note that if a student is ill or has missed more than a half-day of school, he/she will not be able to participate in any after-school activity or sport on that day.

Medical and dental appointments should be scheduled for out-of-school hours. If this is not possible, a note of explanation from the parent should be brought to school the day before the child is to be absent.

Children may be released from school only by the principal or designee of the principal. To provide maximum safety for children, teachers have been instructed neither to excuse any child without a written request from his/her parents nor to permit any child to leave the school or playground with any unidentified person. Adults who pick up children during the school day may be asked for identification. If an emergency situation should arise, the school will cooperate fully. **CHILDREN MAY ONLY BE PICKED UP FOR EARLY DISMISSAL AT THE OFFICE.**

Parents are asked to refrain from planning vacations during scheduled school days. Vacations taken during this time can interfere with the progress in school. Parents who find they must take their child from school should notify the main office and student's teachers in advance, but must recognize that it is a non-excused absence. Teachers are not required, nor should they be expected, to provide work for the student if on vacation.

Students who are out of school more than ten consecutive days in duration will be considered to have withdrawn from our school, and will have to re-enroll upon returning.

### **Section 2.30 - Release Time for Religious Instruction & Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Section 2.40- Make-Up Work**

Students may be asked to make up work missed due to absences. Upon their return to school, it is **the student's responsibility** to talk with his/her teachers at an appropriate time. A parent/guardian may request make-up work. This work may be picked up at the office after 3:30 p.m.

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.

### **Section 2.50- Truancy**

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

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

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

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

### **Section 2.60- Grading and Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

An "Incomplete" is given only if illness or emergency has prevented a student from completing assignments. An incomplete becomes an "F" two weeks from the end of the quarter if the student has not completed the missing assignments.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **Section 2.70- Homework Policy**

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.

Teachers will avail themselves to students seeking assistance, but **prompt completion of assignments is expected**. Homework must be handed in at the specific time it is due. See absence policy for information regarding excused and unexcused absences.

## **Section 2.80-Exemption from Physical Education Requirement**

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.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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.

## **Section 2.100- Home and Hospital Instruction**

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

A student who is absent from school, or whose physician, physician assistant or 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.

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

For information on home or hospital instruction, contact: Aaron Gross.

## **Chapter 3- Student Fees and Meal Costs**

### **Section 3.10- Fines, Fees, and Charges; Waiver of Student Fees**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. 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 free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal employment;
4. Emergency situations; or
5. 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.

### **Section 3.20- School Lunch Program**

Lunch is served every school day. A student may bring a sack lunch from home or may purchase a school lunch. Please note that dropping off meals from fast food restaurants is not permitted.

Students use a debit card system for lunch tickets, which is coded with their student ID number. Students are able to purchase lunch on a daily basis. The district's unpaid meal charge policy is as follows: when a student's account nears a zero balance, the student is informed and parents are automatically notified by email so that additional money may be placed on the account. A second phone call is automatically sent when a student's balance falls below \$0. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

A quick, healthy snack break for students is built into the daily schedule. Typically, time is taken daily to allow students and teachers an opportunity for a nutritious snack: fruit, vegetables, yogurt, cheese and crackers or pretzels. Students are not permitted to be eating outside of their classroom or the cafeteria. Students may not bring beverages in glass bottles. Per our district wellness guidelines, students may not bring the following to school:

- Soft drinks (regular or diet)
- Sports drinks (except for athletes under the supervision of the coach, during practice or events.)
- Fruit drinks that are not 100% juice (including juice boxes)
- Caffeinated beverages
- Energy drinks

## Chapter 4 - Transportation & Parking

### Section 4.10- Bus Transportation

The state of Illinois requires that school districts provide bus transportation in school districts that meet certain criteria. Morton Grove School District 70 does not meet these criteria, and therefore is not required to provide transportation. However, as a convenience to district students/families the district voluntarily provides transportation for those students who qualify. A list of bus stops will be published at the beginning of the school year before the start of school. Parents must, at the beginning of the school year, select one bus stop, at which a student is to be picked up, and one stop at which a student is to be dropped off. **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 administration.

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.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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 drawstrings, ties, and straps on 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. 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. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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: Jill Brocar at 847-965-6200.

#### **Section 4.15: Bus Conduct**

Students are expected to follow all schools 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:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. 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.

#### **Section 4.20- Parking**

The school has two locations available for school visitor parking. Those dropping off children may do so in the "drop-off line" in the east parking lot location during the following hours: 8:00-8:20. If you choose to walk your child to the door, please park in the lots by the tennis court and cross at the crosswalk. Those picking up children may do so in the lot by the tennis courts and playground from 3:20-3:30.

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. In addition, vehicles may not park along Lake Street. Vehicles located in these locations may be ticketed and/or towed by the police.

### **Chapter 5: Health and Safety**

#### **Section 5.10- Immunizations, Health, Eye and 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 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.

In addition, any student trying out for an interscholastic team or cheerleading must have a current physical examination form on record with the school PRIOR to tryouts. The district’s concussion policy will accompany the athletic permission form.

### **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 and sixth 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.

If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examinations shall note that fact on the physical examination form. If the series has not been completed, the physician should note when it will occur in order to ensure compliance with the law. Parents objecting to physical examinations and/or immunizations on religious grounds must submit an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form. Parents must renew the Illinois Certificate of Religious Exemption annually.

### **Immunizations**

Immunizations are an integral part of the physical examination. The month, day and year of each immunization needs to be recorded by the physician. In accordance with State of Illinois, the following immunizations will be required:

**Oral Polio/IPV:** Three or more doses of IPV and/or OPV with the last dose qualifying as a booster and received on or after the fourth birthday.

**DTP/DtaP or TD:** Four or more doses of DTP/DtaP or TD with the last dose qualifying as a booster and received on or after the fourth birthday. A Tdap booster is required for entry into Sixth grade or if a student entering 7th or 8th grade has not received a Tdap booster. Students transferring to Park View entering 6th, 7th or 8th grade are also required to show proof of a Tdap booster.

**Measles, Mumps, Rubella Vaccine (MMR):** The first dose is given on or after the first birthday. A second dose of the Measles Vaccine is required and must be given on or after the fourth birthday.

**Hepatitis B (Hep B):** Three doses of Hep B. Students are not required to receive a third dose if they received two doses of adult formulation Recombivax-HB vaccine between the ages of 11 and 15. The interval between Hepatitis B shots must be at least 28 days between shots 1 and 2, at least 2 months between shots 2 and 3 and at least 4 months between shots 1 and 3.

**Chickenpox (Varicella):** Two doses. The first given on or after the first birthday and the second on or after the fourth birthday.

**Meningococcal:** One dose required for entry into 6th grade.

### **Health Office Procedures**

Information that would help the nurse or principal contact parents, or a person designated by the parent in case of an emergency, must be shared with the school. Pertinent medical information might include, but not be limited to, food allergy action plans and asthma action plans.

In the event of illness or injury during school hours, the parent or designated person will be notified as soon as possible and may be asked to take their child home. Children will not be released to other relatives or friends without specific authorization from the parent/guardian.

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and/or to the school nurse.

## **Section 5.20 - Student Medication**

### **Medications in School**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "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 an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

For the safety of all, do not send medicine or inhalers with your child. Please contact the nurse to arrange this.

## **Section 5.30- Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

## **Section 5.40: Safety Drill Procedures**

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

## **Section 5.50- Communicable Diseases**

Parents are requested to call the school nurse immediately to report the diagnosis of a contagious disease. These include, but are not limited to: meningitis, hepatitis, chickenpox, scarlet fever, strep throat, impetigo and infectious mononucleosis. A doctor's release is necessary for children to be readmitted to school following hospitalization/surgery, hepatitis, measles, mumps, rubella, chicken pox, pink eye and mono. A doctor's release will be required for other illnesses at the discretion of the school nurse.

A child who exhibits signs of an acute respiratory infection or strep throat (difficulty breathing, enlarged tonsils and/or a low grade fever) will be sent home. Any child that vomits or has an elevated temperature of 100.0 degrees or higher will also be sent home. Students who have vomited must remain home for twenty-four hours after the last occurrence. Students with a temperature of 100.0 or higher need to remain at home until the child has been fever free for twenty-four hours without using medication. If the child returns to school before this time, he/she will be sent home. A child who has had a Strep culture should be kept home until the results are received. A child with a positive culture should be on antibiotics for a full 24 hours and have a physician's note to return.

### **Section 5.60- Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **Chapter 6 - Discipline and Conduct**

### **Section 6.10- General Building Conduct with "The Warrior Way"**

In order to maintain a safe, orderly, non-disruptive environment that is conducive to learning, there are certain behaviors, which are deemed unacceptable by the school community. These behaviors have different consequences associated with them, depending on the seriousness of the infraction and the developmental stage of the child. Any conduct in school or any school related function which is detrimental to the good name of Park View School, as well as the student, is cause for a review. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Students shall be honest in their speech and their actions.
  - a. By telling the truth
  - b. By not cheating
  - c. By not plagiarizing
2. Students shall show respectful behavior towards all adults and students.
  - a. By not spitting on or towards other people
  - b. By refraining from using inappropriate language (written or verbal)
  - c. By not purposely disrupting the class with talking or other actions
  - d. By not intimidating others in any way
3. Students shall show safe behavior inside and outside school.
  - a. By walking and talking quietly in the hallways
  - b. By keeping their hands, feet and objects to themselves
  - c. By keeping any skateboards or hoverboards at home
  - d. By not bringing any water guns, play guns, and/or real guns to school
4. Students shall be responsible.
  - a. By not writing on, defacing, misusing or destroying school property

- b. By not chewing gum on school grounds
- c. By following the acceptable user agreement for school technology
- d. By keeping all cell phones turned off and stored in a locker

These lists are not exclusive but merely examples of inappropriate behaviors. Restitution will be required in cases of destruction of property. Legal authorities will be contacted when required and appropriate.

### **Section 6.20- School Dress Code**

An individual's dress cannot be offensive, obscene or disruptive to the educational process nor pose a danger to any student's health and safety.

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

Overall, clothing with questionable sayings or references to drugs, alcohol, sexual activity, violence, profanity, or racial context is not permitted. Clothing must cover undergarments. If a student is determined to be wearing clothing or footwear of unacceptable nature, the student will be asked to change into his/her PE clothes, turn the offensive clothing inside out or call home for an alternate article of clothing. Hats, coats, hoodies up, and sunglasses may not be worn in the building during the school day. If there is any doubt about dress and appearance, the building principal will make the final decision.

### **Section 6.30- Student Discipline and Conduct**

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

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

1. Using, possessing, distributing, purchasing, selling any illegal, controlled substance or "look-alike" substance or drug paraphernalia, including e-cigarettes, tobacco, alcohol or drugs; including medical marijuana by students or employees on school premises or as part of any of its activities. Compliance with this standard is mandatory by law (Drug Free Schools and Communities Act)
2. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
3. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
4. Using a cellular telephone, smartphone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, iPad or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other personal **electronic devices must be kept powered-off and stored in the locker** during the regular school day unless: (a) the supervising teacher grants permission or (b) use of the device is provided in a student's individualized education program.

5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
10. Engaging in teen dating violence.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
14. Being absent without a recognized excuse.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

### **When and Where Conduct Rules Apply**

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

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

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

## Disciplinary Measures

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

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

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

Level 1/Mild Misbehavior	Level 2/Moderate Misbehavior	Level 3/Severe Misbehavior
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<b>Possible School Responses:</b> <ul style="list-style-type: none"> <li>● Gentle verbal reprimand</li> <li>● Planned discussion</li> <li>● Proximity</li> <li>● Time owed</li> </ul>	<b>Possible School Responses:</b> <ul style="list-style-type: none"> <li>● Family contact</li> <li>● Reflection Form</li> <li>● Frequency Count</li> <li>● Detention</li> </ul>	<b>Possible School Responses:</b> <ul style="list-style-type: none"> <li>● Family contact</li> <li>● Suspension</li> <li>● Problem-solving process</li> <li>● Social work session</li> </ul>
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### **Weapons Prohibition**

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

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

### **Reengagement of Returning Students**

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

### **Due Process**

Students shall be afforded due process of any case of out-of-school suspension. Prior to out-of-school suspension, the principal shall give the accused student: (1) an oral or written notice of the charges against him/her, (2) an explanation of the evidence supporting the charges if denied by the student, and (3) an opportunity for the student to present his/her side of the story.

Upon request of the parents or guardian, the School Board or a hearing officer appointed by it shall review the suspension. At the hearing review, parents have the right to representation, a right to present evidence and to cross-examine or dispute the school district's evidence. If the Board appoints a hearing officer, he/she shall provide a written summary of the evidence heard at the meeting. The Board may then take such action as it finds appropriate.

### **Section 6.40- 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, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

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

**Students are encouraged to immediately report bullying.** A report may be made orally or in writing to the building principal, 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.

#### **Complaint Managers:**

**Matthew Condon**  
6200 Lake Street  
Morton Grove, IL 60053  
847-965-6200  
[mcondon@mgsd70.org](mailto:mcondon@mgsd70.org)

**Brad Voehringer**  
6200 Lake Street  
Morton Grove, IL 60053  
847-965-6200  
[bvoehringer@mgsd70.org](mailto:bvoehringer@mgsd70.org)

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*.

The following is a range of possible responses and interventions for different levels of bullying behavior:

	<b>Examples of Behaviors</b>	<b>School Response</b>	<b>Interventions</b>
<b>Level 1 Bullying</b>	Early stages of repeated or severe: insulting, gossiping, excluding from a group, mild pushing, and physical contact.	May include: Verbal reprimand; Service oriented project; Conference with teacher; Reflection form; Call or email home.	May include: Increased observation by staff in problematic settings; Check-ins with student on a regular basis; Staff consult with social worker.
<b>Level 2 Bullying</b>	Level 1 behaviors that persist despite early-stage interventions; Mild and early stages of insulting someone's race, ability, or disability, threatening or causing physical harm.	May include one or more of the following: Any Level 1 Consequence; Notification to the principal; Detention (during lunch or recess, after school); Loss of privilege; Structured seating.	May include one or more of the following: Any Level 1 intervention; Lessons on respectful behavior or play; Small reinforcement system for respectful behavior or avoidance of bullying behaviors; Session with social worker.
<b>Level 3 Bullying</b>	Level 1 and 2 behaviors that persist despite early-stage interventions; Prolonged harassment; Destroying personal property; Repeated threats or acts of violence.	One or more of the following: Any Level 1 or Level 2 consequence; Conference with principal, teacher and parent; In-school suspension; Out-of-school suspension; Change of schedule; Consult with school	One or more of the following: Any Level 1 or Level 2 intervention; Referral to Tier 2 Problem-Solving team; Behavior contract; Increased structure and adult supervision; Multiple social skill-building sessions.

		resource officer.	
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Park View School is committed to a proactive, preventative approach to bullying. Through the Safe and Civil Schools (Foundations) program, Second Step and ongoing staff training, we are implementing systems-wide interventions that will promote positive and expected behaviors.

## **Sexual Harassment & Teen Dating Violence Prohibited**

### **Sexual Harassment Prohibited**

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

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 Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal or the assistant building principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:  Darcy Willis  6200 Lake Street Morton Grove, IL 60053 847-965-6200 <a href="mailto:dwillis@mgsd70.org">dwillis@mgsd70.org</a>	Complaint Manager:  Matthew Condon  6200 Lake Street Morton Grove, IL 60053 847-965-6200 <a href="mailto:mcondon@mgsd70.org">mcondon@mgsd70.org</a>	Complaint Manager:  Brad Voehringer  6200 Lake Street Morton Grove, IL 60053 847-965-6200 <a href="mailto:bvoehringer@mgsd70.org">bvoehringer@mgsd70.org</a>
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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### Section 6.50- Cafeteria Rules

1. Students shall walk into lunch and out of lunch.
2. Students shall keep food in the cafeteria.
3. Students shall speak at a Level Two (conversational) volume level.
4. Students shall not throw food, milk cartons or other items.
5. Students shall eat their own food, not trade it.
6. Students shall follow the instructions and show proper respect toward all lunchroom supervisors.
7. Students shall remain seated while in the cafeteria during the lunch period and ask for a hallway pass to use the bathrooms.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall clean up after themselves.
10. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

### Section 6.60- Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. **All students attending field trips need to have an updated emergency form on file in the front office** Students may be prohibited from attending field trips for any of the following reasons:

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

### Section 6.70- Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school

disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Section 6.80- Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, ipod®, personal ipad®, laptop computer, tablet computer or other similar electronic device.

**During school hours, electronic devices must be kept powered-off and stored in lockers** unless: (a) permission is granted by an administrator, teacher or school staff member or (b) use of the device is provided in a student's individualized education program (IEP) or 504 Plan.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences

**First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

**Second offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

**Third offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

**Fourth and subsequent offense** – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

## **Chapter 7: Internet, Technology & Publications**

### **Section 7.10-Internet Acceptable Use**

#### **Technology**

Technology users are expected to follow the guidelines outlined in the District's Acceptable Use Policy.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required

or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. 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 network. Some examples of unacceptable uses are:

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

1. I understand that that I am borrowing an iPad that is the legal property of Morton Grove School District 70 ("District").
2. I agree to return the District issued iPad, carrying case, cables and cords in good working condition. My failure to timely return the iPad and its accessories and my continued use of it without the District's consent may result in criminal prosecution and/or civil liability.
3. I understand that the iPad is subject to inspection by the District at any time without notice.
4. If there are any problems with the iPad, I will notify the District's Technology Department immediately.
5. I agree to follow the policies and guidelines outlined in the *iPad One-to-One Personal Learning Initiative Student/Parent Handbook: Policies, Procedures and Information* located at <http://www.mgsd70.org/Parents.aspx>, during and outside of school hours as well as on and off school property. These rules, include, but are not limited to the following:
  1. taking full responsibility for my assigned iPad.
  2. never leaving my iPad unattended.
  3. never loaning out my iPad to other individuals.

4. knowing where my iPad is at all times.
5. charging my iPad battery daily.
6. keeping food and beverages away from my iPad.
7. not disassembling any part of my iPad or attempting any repairs myself.
8. protecting my iPad by only carrying it while in the case provided.
9. using my iPad in ways that are appropriate, meet Park View School expectations and are educational.
10. refraining from downloading or installing apps other than those approved by the District and which are acquired through the District's iTunes account.
11. not placing decorations (such as stickers, markers, etc.) on the iPad.
12. not defacing the Park View School asset tag or any other District label on any iPad.
13. filing a police report in case of fire, theft, vandalism, and other acts.
14. being personally responsible for all damage or loss caused by neglect or abuse.

I understand and agree to the stipulations set forth in this Agreement posted online at [MGSD70.org/](http://MGSD70.org/), the *iPad One-to-One Personal Learning Initiative Student/Parent Handbook: Policies, Procedures and Information*, and the *Acceptable Use Policy and Electronic Network Access Policy*. This can be located at <http://www.mgsd70.org/Parents.aspx>

## **Section 7.20-Guidelines for Adult and Student Distribution of Non-School-Sponsored Publications**

### **Literature/Flyer Distribution**

The buildings and school facilities operated by the Board of Education of Morton Grove School District No. 70 are not public forums during school days and at other times when in use for purposes related to the educational mission of the District.

It is the policy of Morton Grove School District No. 70 to permit non-profit community groups to distribute materials consistent with the educational purposes and values espoused by District 70, which publicize community services, special events and activities for or of interest to school-aged children and which are available to them on a non-discriminatory basis, subject to reasonable time, place and manner restrictions. **Non-school-related community groups must request permission from the principal to (1) display literature on a designated bulletin board, (2) have literature available in a designated area, or (3) have literature distributed to students by the school.**

Any violation of this policy will result in the collection/recall of all materials distributed.

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 selected 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.[1]
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 a 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.

## **Chapter 8- Search & Seizure**

### **Section 8.10-Search and Seizure**

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

#### **School Property and Equipment as Well as Personal Effects Left There By Students**

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

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

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its

objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

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

## **Chapter 9: Athletics and Extracurricular Activities**

### **Physical Education**

Physical Education is provided daily for children in grades 1-8. Kindergarten children have physical education twice a week. Children in kindergarten through fifth grade are not required to purchase special gym clothing. Children are requested to have gym shoes, which are to be left at school and used for PE class. No street shoes will be permitted. Girls are required to wear shorts under their skirts and dresses. Children in grades 6-8 are required to purchase and wear special gym clothing. Gym shirts and shorts are available for purchase through the school. **Wearing jewelry during gym class is strictly prohibited because it can cause serious injury.**

### **Non-Academic Activities**

Students are encouraged to become involved in activities of Park View School. Activities include, but are not limited to:

- **Science Olympiad** – 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade students may participate on this science team at the regional, state and possibly national levels.
- **Interscholastic Sports** – Park View belongs to the Niles Township Little Nine Conference. Every 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade student will have the opportunity to try out for our interscholastic teams. Attendance at Varsity games is open to all students and parents. Students are not to be unsupervised while at any of the Park View home games. Junior Varsity and 6<sup>th</sup> grade basketball games are reserved for family members only. An "Eligibility Agreement Form" will be distributed by coaches.

Students who participate in these activities and their parents may be asked to sign an eligibility statement. As part of the eligibility agreement, students must maintain a "C" average to participate. In addition, students must be in good behavioral standing and cannot have earned a suspension. Additional information is located in the "Eligibility Agreement Form".

## **Section 9.10- Extracurricular and 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.

### **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 "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. 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**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Students who participate in these activities and their parents may be asked to sign an eligibility statement. As part of the eligibility agreement, students must maintain a "C" average in each subject area to participate. In addition, students must be in good behavioral standing and cannot have earned a suspension. Additional information is located in the "Eligibility Agreement Form".

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

A student who arrives to school after 11:30 or leaves school before 11:30 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.

### **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.

## **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

## **Due Process Procedures**

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of events, performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

### **First violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

### Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

### Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
- The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or s Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

## **Section 9.20- 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 Elementary 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 10- Special Education**

### **Section 10.10- Education of Children with Disabilities**

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with

Disabilities” may be obtained from the school district office.

## **Section 10.20- Discipline of Students with Disabilities**

### **Behavioral Interventions**

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

### **Discipline of Special Education Students**

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

## **Section 10.30-Exemption From Physical Education Requirement**

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

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

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

## **Section 10.50- 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 school principal.

## **Chapter 11 - Student Records and Privacy**

### **Section 11.10- 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.

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

### **Section 11.20- 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.**

1. 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 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.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person

for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
- Address
- 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.

**6. 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.**

**7. 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.**

1. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
2. U.S. Department of Education

3. 400 Maryland Avenue, SW
4. Washington DC 20202-4605

## **Chapter 12: Parental Right Notifications**

### **Section 12.10-Teacher Qualifications**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Section 12.20- Standardized Testing**

Both group achievement and aptitude tests are administered each school year to assess programs and give more information about students. The Measure of Academic Progress (MAP) is given to all students in grades 2-8. Students will be tested at multiple points during a school year. During the months of March and/or April, Illinois Assessment of Readiness (IAR) is administered to students in grades 3-8.

Identified students may also be given the ACCESS test for language proficiency in January or February.

Eighth grade students are also required to take the 8th PSAT in order to attend Niles Township High Schools. These tests are usually given in mid-October. Results are commonly available in January, which are then used to assist in their registration.

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

### **Section 12.30- 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.

### **Section 12.40- Sex Education Instruction**

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

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

### **CLASSES OR COURSES ON SEX EDUCATION, FAMILY LIFE INSTRUCTION, INSTRUCTION ON DISEASES, RECOGNIZING AND AVOIDING SEXUAL ABUSE, OR DONOR PROGRAMS FOR ORGAN/TISSUE, BLOOD DONOR, AND TRANSPLANTATION**

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

### **Request to Examine Instructional Material**

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement: **"I request to examine the instructional materials and course outline for this class"** with your name and signature and return it to your child's classroom teacher within 5 days.

### **Class Attendance Waiver**

Request According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement and return it to your child's classroom teacher within 5 school days.

**I request that the District waive the class attendance of my child in a class or courses on:**

- ☐ **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**
- ☐ **Instruction on donor programs for organ/tissue, blood donor, and transplantation**

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Student (please print)

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Parent/Guardian (please print)

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Parent/Guardian Signature

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Date

### **Section 12.50- Parental Involvement (Title 1)**

The school annually has a meeting for all Parents/Guardians called Curriculum Night, which takes place in September.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Parent-Teacher Organization Contact: Matthew Condon

Bilingual Parent Advisory Council Contact: Matt Mayer

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to school administration.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

#### **Section 12.60- English Language Learners**

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

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Matthew Mayer, Director of Learning and Programs.

#### **Section 12.70- School Visitation Rights**

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

#### **Section 12.80- 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 the front office.

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

## **Section 12.90- Mandated Reporters**

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

## **Section 12.10- Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

## **Section 12.110- 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 – 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.

## **Section 12.120- Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

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

**Morton Grove School District 70**  
**Return to School Protocols for Students**  
*To Be Incorporated within Student Handbook Guidance*

**Face Coverings**

Consistent with guidance from the Illinois State Board of Education and the Illinois Department of Public Health, students **must** wear face coverings at all times while in school buildings, on school buses, and outside when social distancing of six feet or more cannot be maintained. Students are expected to wear a face covering to school each day. Students who arrive at school without a face covering will be provided a disposable face covering at no cost.

The only exemptions to the face covering requirement are for students who are younger than two years of age, have trouble breathing, or are incapacitated, or otherwise unable to remove the cover without assistance. Students who have medical conditions that make it difficult for them to wear a face covering may also be provided with appropriate accommodations to ensure the safety of that student and the rest of the school community. To request an exemption to the face covering requirement and an appropriate accommodation in lieu of a face covering for your student, please contact **Mrs. Annie Byrne, RN, or Mrs. Colleen, RN, at 847-965-6200 ext 4268**. A note from the student's physician will be required for a student requesting an exemption from the face covering requirement. District personnel will contact the parents/guardians of all students requesting exemptions to discuss appropriate accommodations.

Students who refuse to wear face coverings or continually forget to wear one to school each day, may be subject to participation in remote learning or disciplinary consequences consistent with the Student Code of Conduct and applicable Board Policies, including but not limited to Board Policy 7:190, *Student Behavior*.

**Symptom Screenings**

The District requires that all student's parents complete the precertification process each day of in-person learning. **Precertification must be completed prior to a student entering the building**. If it is not completed, the student will not be allowed in the building a parent/guardian will be contacted. The district has provided an app for parents to complete the process on either a smartphone or an iPad.

Students who are symptomatic (i.e., fever of greater than 100.4 degree Fahrenheit, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) may **not** return to school until the student has been fever-free for 24 hours without fever-reducing medication, 10 days have passed since symptoms first appeared and other symptoms have improved. For students returning to school following the period of isolating at home (quarantine), the student's parent/guardian must contact the **school nurse: Mrs. Annie Byrne/Mrs. Colleen Gray** before the student returns to school.

If a student presents with symptoms at school, the student will be immediately separated from the rest of the school population and the student's parent/guardian will be contacted to pick up the student from school. In the event emergency services are necessary, the District will call 911. See the district's Return to Learn plan Plan ([www.mgsd70.org](http://www.mgsd70.org)) for information regarding a student's return to school.

The District will track students who are excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are isolating at home (quarantine). Students who are symptomatic may be reported to the local health department for symptom monitoring and contact tracing. The District will comply with local and state health department guidelines related to informing the school community consistent with student confidentiality laws.

### **Confirmed COVID-19 Cases**

Students who test positive for COVID-19 may **not** return to school until the student has been fever-free for 24 hours without fever-reducing medication, 10 days have passed since symptoms first appeared and symptoms have improved. For students returning to school following the period of isolating at home (quarantine) or two negative COVID-19 tests, the student's parent/guardian must contact the school nurses: Mrs. Annie Byrne/Mrs. Colleen Gray before the student returns to school.

The District will track students who are excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are quarantining at home. In the event of a confirmed COVID-19 case, the District will report the student's name and contact information to the local health department for contact tracing as required by the Illinois Infectious Disease Reporting Requirements and Board Policy 7:280, *Communicable and Chronic Infectious Disease*. The District will inform the school community of confirmed COVID-19 cases consistent with local and state health department guidelines and student confidentiality laws.

### **Close Contact**

Students who were in close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection must quarantine at home and monitor for symptoms for 14 days. Close contact means the student was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes. Students who did not have close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection can return to school immediately after disinfection and must monitor their symptoms.

The District will track students who are excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine . Students who were in close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection may be reported to the local health department for symptom monitoring and contact tracing. The District will comply with local and state health department guidelines related to informing the school community consistent with student confidentiality laws.

### **Building Protocols**

- Designated drop off procedures and building entry procedures: Students must be dropped off at the designated area and enter/exit as prescribed by the building traffic plan. The traffic plan was sent to all families prior to the return to in-person instruction.
- Morning student drop-off time has been expanded to 7:45 a.m. Students may not arrive prior that time. Drop-off ends at 8:15 a.m. Students arriving after that time must enter through the main entrance. Parents must park their car and accompany their student(s) into the main office.
- Daily cleaning schedules will be increased and enhanced. District is using EPA approved and hospital grade cleaners to disinfect surfaces.
- Visitor protocols: Only essential and authorized individuals will be allowed to enter the building. Visitors can enter the vestibule 1 person at a time to conduct business with main office personnel. Volunteers, student teachers, outside groups etc. will not be allowed into the school until further notice.