The mission of North Shore School District 112, a community partnership committed to a world-class education, is to nurture every child to become an inspired learner, a well-rounded individual and contributing member of a global community by striving for excellence within an environment that fosters innovation, respect, engagement and intellectual inquiry.
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INTRODUCTION
The information contained in this handbook will provide you with information regarding District 112 and answer some of the questions that you may have. The handbook includes a summary of rules, regulations, procedures, and other relevant information that is necessary for the orderly functioning of District 112. The District is governed by Board of Education Policies which are available at the District administrative offices or online at www.nssd112.org. The provisions of the Handbook and the Board of Education Policies may be changed during the year without prior notice.

This handbook is a supplement to, not a replacement of, personal communication between the home and the school. Parents and family members are a vital part of a child’s education, and we actively encourage open communication. Please feel free to contact your child’s teacher or school if you have any questions on programs or procedures.

BOARD OF EDUCATION
Mr. Bennett Lasko, President
Mr. Alexander Brunk, Vice President
Mr. Art Kessler, Secretary
Mr. Dan Jenks
Mr. Adam Kornblatt
Mrs. Lisa Hirsh
Mrs. Melissa Itkin

DISTRICT ADMINISTRATION
BUILDING LOCATIONS

Braeside School
150 Pierce Road
Highland Park, IL 60035
Phone: 224-765-3402
Principal: Mr. Hailpern

Early Childhood Center
1936 Green Bay Road
Highland Park, IL 60035
Phone: 224-765-3060
Principal: Mrs. Maxwell

Edgewood Middle School
929 Edgewood Road
Highland Park, IL 60035
Phone: 224-765-3200
Principal: Mr. Kurtz
Associate Principal: Mr. Candela
Associate Principal: Mrs. Kahn

Indian Trail School
2075 St. Johns Avenue
Highland Park, IL 60035
Phone: 224-765-3500
Principal: Dr. Grable
Associate Principal: Mr. Buege
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>Principal</th>
<th>Associate Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwood Jr. High at Elm Place</td>
<td>2031 Sheridan Rd</td>
<td>Highland Park, IL</td>
<td>60035</td>
<td>224-765-3600</td>
<td>Ms. Dimitriou</td>
<td>Mrs. Ruiz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ms. Raich</td>
</tr>
<tr>
<td>Oak Terrace School</td>
<td>240 Prairie Avenue</td>
<td>Highwood, IL 60035</td>
<td></td>
<td>224-765-3100</td>
<td>Mrs. Cengal</td>
<td>Mrs. O'Neill</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mr. Wickham</td>
</tr>
<tr>
<td>Ravinia School</td>
<td>763 Dean Avenue</td>
<td>Highland Park, IL</td>
<td>60035</td>
<td>224-765-3700</td>
<td>Ms. Nordstrom</td>
<td></td>
</tr>
<tr>
<td>Red Oak School</td>
<td>530 Red Oak Lane</td>
<td>Highland Park, IL</td>
<td>60035</td>
<td>224-765-3750</td>
<td>Mrs. Bellini</td>
<td>Mrs. Convey</td>
</tr>
<tr>
<td>Sherwood School</td>
<td>1900 Stratford Road</td>
<td>Highland Park, IL</td>
<td>60035</td>
<td>224-765-3800</td>
<td>Mrs. Filippi</td>
<td>Mrs. Rode</td>
</tr>
<tr>
<td>Wayne Thomas School</td>
<td>2939 Summit Ave</td>
<td>Highland Park, IL</td>
<td>60035</td>
<td>224-765-3900</td>
<td>Mr. Rodrigo</td>
<td>Mrs. Convey</td>
</tr>
</tbody>
</table>
WELCOME TO DISTRICT 112
North Shore School District 112 proudly serves 4,000 Pre-K through 8th-grade students from the communities of Highland Park, Highwood, and Fort Sheridan. Our dynamic community is educating the next generation of leaders in 10 schools: seven elementary schools, two middle schools, and an early childhood center. We foster inspiring, innovative, and engaging environments to educate our students and prepare them for life success in a dynamic world. Generations of Highland Park, Highwood, and Fort Sheridan students attended the schools of former Districts 107, 108, and 111, which united in 1993 to form the new North Shore School District 112. Today there are 10 schools in the district, including seven elementary schools, two middle schools and the Green Bay Early Childhood Program.

NSSD 112 is relatively diverse, with approximately 30% of students reporting racial/ethnic diversity. Of these students, approximately 24% identify as Hispanic. Fourteen percent of the students are English Learners, and the District has a long history of innovative programming for this population, with Dual Language programs serving students from preschool through 8th grade. Approximately 24% of students are identified as low income, and approximately 15% of students have an Individualized Education Program (IEP). District 112 has a strong tradition of educational excellence, and remains committed to preparing our students to be successful, lifelong learners. Our Mission and Belief Statements guide the work that occurs within District 112.

MISSION
The mission of North Shore School District 112, a community partnership committed to a world-class education, is to nurture every child to become an inspired learner, a well-rounded individual, and contributing member of a global community by striving for excellence within an environment that fosters innovation, respect, engagement and intellectual inquiry.

BELIEF STATEMENTS
We believe that:
- All individuals have inherent value
- Hard work, self-confidence and determination increase the probability of achieving full potential
- Individuals are responsible for their own decisions and actions
- Any community benefits when people willingly contribute to the well-being of others
- Everyone can be a successful learner
- Effective education enhances the quality of life
- Understanding diversity is essential for people to thrive in an interdependent world
- Honesty and integrity build trusting relationships
- Effective education is a partnership among school, family, and the broader community
- Change involves risk and is necessary for continuous improvement in a dynamic world

The most recent Illinois Report Card is available for review at the following link: http://illinoisreportcard.com/District.aspx?Districtid=34049112502
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 15</td>
<td>Teacher Institute Day (No students)</td>
</tr>
<tr>
<td>Friday, August 16</td>
<td>Teacher Institute Day (No students)</td>
</tr>
<tr>
<td><strong>Monday, August 19</strong></td>
<td><strong>First Day of Student Attendance</strong></td>
</tr>
<tr>
<td></td>
<td>Early Dismissal</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m. - 1:40 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:55 p.m.</td>
</tr>
<tr>
<td>Tuesday, August 20</td>
<td><strong>First Day of Preschool Classes</strong></td>
</tr>
<tr>
<td>Friday, August 30</td>
<td>Early Release (a.m. preschool attends)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:25 p.m.</td>
</tr>
<tr>
<td>Monday, September 2</td>
<td>Labor Day - No School</td>
</tr>
<tr>
<td>Friday, September 13</td>
<td>Early Release (p.m. preschool attends)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:25 p.m.</td>
</tr>
<tr>
<td>Friday, September 27</td>
<td>Early Release (a.m. preschool attends)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:25 p.m.</td>
</tr>
<tr>
<td>Monday, September 30</td>
<td>Rosh Hashanah - No Student Attendance</td>
</tr>
<tr>
<td>Wednesday, October 9</td>
<td>Yom Kippur - No Student Attendance</td>
</tr>
<tr>
<td>Monday, October 14</td>
<td>Fall Break - No Student Attendance</td>
</tr>
<tr>
<td>Tuesday, October 15</td>
<td>Teacher Institute Day - No Student Attendance</td>
</tr>
<tr>
<td>Friday, November 8</td>
<td>Early Release (p.m. preschool attends)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:25 p.m.</td>
</tr>
<tr>
<td>Monday, November 11</td>
<td>Veteran’s Day - No Student Attendance</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
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</tr>
<tr>
<td>Monday, November 25</td>
<td>Conferences 12:00 p.m. - 8:00 p.m. (No students)</td>
</tr>
<tr>
<td>Tuesday, November 26</td>
<td>Conferences 12:00 p.m. - 8:00 p.m. (No students)</td>
</tr>
<tr>
<td>Wednesday, November 27</td>
<td>Thanksgiving Holiday - No Student Attendance</td>
</tr>
<tr>
<td>Thursday, November 28</td>
<td>Thanksgiving Holiday - No Student Attendance</td>
</tr>
<tr>
<td>Friday, November 29</td>
<td>Thanksgiving Holiday - No Student Attendance</td>
</tr>
<tr>
<td>Friday, December 20</td>
<td>Early Release (a.m. preschool attends)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m.- 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:25 p.m.</td>
</tr>
<tr>
<td>Monday, December 23 - Friday, January 3</td>
<td>Winter Break - No School</td>
</tr>
<tr>
<td>Monday, January 6</td>
<td>School Resumes</td>
</tr>
<tr>
<td>Friday, January 17</td>
<td>Early Release (p.m. Preschool attends)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m.- 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:25 p.m.</td>
</tr>
<tr>
<td>Monday, January 20</td>
<td>Martin Luther King Jr. Day - No School</td>
</tr>
<tr>
<td>Friday, February 14</td>
<td>Teacher Institute Day- No student attendance</td>
</tr>
<tr>
<td>Monday, February 17</td>
<td>Presidents’ Day - No School</td>
</tr>
<tr>
<td>Friday, February 28</td>
<td>Early Release (a.m. preschool attends)</td>
</tr>
<tr>
<td></td>
<td>Elementary School Hours: 8:40 a.m.- 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Middle School Hours: 7:55 a.m. - 12:25 p.m.</td>
</tr>
<tr>
<td>Monday, March 2</td>
<td>Pulaski Day- No Student Attendance</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Thursday, March 19</td>
<td>Early Dismissal (p.m. preschool attends)</td>
</tr>
<tr>
<td>Thursday, March 19</td>
<td>Conferences - 3:00 p.m.- 8:00 p.m.</td>
</tr>
<tr>
<td>Friday, March 22</td>
<td>Conferences 8:00 a.m. - 12:00 p.m. (No students)</td>
</tr>
<tr>
<td>Monday, March 23 - Friday, March 27</td>
<td>Spring Break - No School</td>
</tr>
<tr>
<td><strong>Monday, March 30</strong></td>
<td><strong>School Resumes</strong></td>
</tr>
<tr>
<td>Thursday April 9</td>
<td>Early Release (a.m. preschool attends)</td>
</tr>
<tr>
<td>Friday, April 10</td>
<td>Good Friday - No School</td>
</tr>
<tr>
<td>Monday, April 13</td>
<td>No School</td>
</tr>
<tr>
<td>Friday, May 22</td>
<td>Early Release (p.m. preschool attends)</td>
</tr>
<tr>
<td>Monday, May 25</td>
<td>Memorial Day - No School</td>
</tr>
<tr>
<td>Friday, May 29</td>
<td>Special Schedule/Records Day (a.m. preschool attends)</td>
</tr>
<tr>
<td>Wednesday, June 5</td>
<td>Early Dismissal (p.m preschool attends)</td>
</tr>
<tr>
<td><strong>Thursday, June 6</strong></td>
<td><strong>Last Day of School</strong></td>
</tr>
</tbody>
</table>
VISITORS

In accordance with Board Policy 8:30 Conduct on District Property, the District expects mutual respect, civility and orderly conduct among all individuals on District property or at a school event. Any individual entering District 112 property or attending District-sponsored activities including extracurricular activities, board meetings, or athletic events shall treat others with dignity and respect. This expectation is not intended to deprive any person of his/her right to freedom of expression, but rather to maintain to the extent possible a reasonable and safe, harassment-free educational atmosphere for the school community with minimal disruption. The District encourages positive communication and discourages volatile, hostile, or aggressive behaviors. The District expects public cooperation with this endeavor. Any visitor who engages in misconduct identified in Board of Education Policy 8:30 may be ejected from school property. Trespassing on school grounds is prohibited.

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. The school district has implemented a visitor management system called IdentiSys. This system requires visitors to produce identification that will then be cleared through a review of sex offender lists.

After visitors have presented identification to the front office staff (driver’s license or state ID) and received permission to enter the building, visitors will be given a guest badge which must be prominently displayed at all times within the building. 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.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

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

Nondiscrimination Coordinator: Dr. Monica Schroeder
Deputy Superintendent
1936 Green Bay Road
Highland Park, IL 60035
(224) 765-3044
mschroeder@nssd112.org
ANIMALS ON SCHOOL PROPERTY
In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

SCHOOL VOLUNTEERS
All school volunteers must complete the “Volunteer Information Form” and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

INVITATIONS AND GIFTS
Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

TREATS AND SNACKS
Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

EMERGENCY SCHOOL CLOSINGS
North Shore School District 112 works closely with local and state authorities to ensure the safety and protection of students. The decision to close school or implement the late start schedule may be made due to severe weather conditions or other emergencies. In making the decision, District administrators examine local weather conditions and forecasts for those hours when children will be waiting for transportation or in the process of traveling to school.

The determination to close school or implement the late start schedule will be based upon available
information collected from local law enforcement agencies, weather forecast services, and neighboring
school district administrators. The District makes every effort to determine school closings or late starts
prior to 5:00 a.m. of the day in question. If school cancellation or late start is necessary, the district
communicates in the following ways:

● Phone calls and emails to all families
● The District website: www.nssd112.org
● The District Facebook page: https://www.facebook.com/nssd112
● The District Twitter account: @nssd112

Parents are encouraged to check the district website to verify school closing information. Emergency
closing and schedule change notifications will also be shared with local broadcast media.

LATE START TIMES (EMERGENCY WEATHER DELAYS)

Green Bay Early Childhood Center
Morning students attend at the discretion of their parents, who are responsible for transportation.

● A.M. Early Childhood: 10:40-11:10 a.m.
● P.M. Early Childhood: 12:45-3:15 p.m. (regular schedule)
● Extended Day: 10:40 a.m.-1:55 p.m.
● Speech Itinerant Services: 10:40 a.m. start time.

Elementary Schools
● Bus routes will pick up two hours after regularly scheduled pickup.
● Grades K - 5:
  ○ Sherwood: 10:36 a.m. - 3:13 p.m.
  ○ Red Oak: 10:44 a.m. - 3:21 p.m.

Middle Schools: Grades 6 - 8
● All bus routes will pick up two hours after regularly scheduled pickup.
  ○ Grades 6-8: 10:00 a.m. - 2:40 p.m.

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

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.
**STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student’s needs through other means.

**CARE OF STUDENTS WITH DIABETES**

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

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

For further information, please contact the building principal or your school’s nurse.

**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, is posted on the school district website. Information can also be obtained from the school office.

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**CHAPTER 2 - BOARD OF EDUCATION**

The Board of Education of North Shore School District 112 supports the work of the school district, and welcomes input from community members. If you wish to express your thoughts or share information with any individual Board of Education member or the Board as a whole, please do any of the following:
CONTACT INFORMATION
Email the superintendent of schools, Dr. Michael Lubelfeld at mlubelfeld@nssd112.org
Email the entire Board of Education at boardmembers@nssd112.org. You may view individual board members information using this link to our website: www.nssd112.org.

BOARD MEETINGS
The Board of Education meeting dates are posted on the Board of Education Meeting page of the District website. Regular Board meetings typically begin at 7:00 p.m. unless otherwise noted, and are held at:

District Administration Offices
1936 Green Bay Road
Highland Park, IL 60035

Board Meetings are held in public and the community is welcome to attend or or watch the meeting streamed live on the District website. The meeting agendas, documents and minutes are also available on the Board of Education page of the District website.

PUBLIC COMMENT AT BOARD OF EDUCATION MEETINGS
The District 112 School Board is invested in serving the community and welcomes public comment at the designated time during board meetings. It is important, however, to remember that school board meetings are meetings of the Board held in public, they are not public meeting. Board meetings do not include back-and-forth dialogue with board members during the meeting, nor are they public hearings unless specifically designated as such. If a member of the public raises an issue or a concern that requires follow-up, the Board President or Superintendent will do so in a timely manner. The Board shall not permit personal attacks against any district employees, and members of the public are not permitted to make accusations against any employee by name or position. The Board of Education will limit individual comments to 3 minutes. Members of the audience are requested to be respectful of individuals expressing their views to the Board and to be respectful of the Board during its deliberations.

FOIA (FREEDOM OF INFORMATION ACT)
The fundamental right guaranteed by the Act is the right of inspection. While you may obtain copies of records requests, you are not required to purchase copies of records in order to gain access to them.

In compliance with State Law (5 ILCS 140/4), each school district is required to post specific information regarding the school district as part of FOIA (Freedom of Information Act) requirements on its website. If the information you are seeking is not found on the District website (www.nssd112.org) you may request copies of existing documents by contacting the District Freedom of Information Act Officer (FOIA):

Jessica Velasquez
jvelasquez@nssd112.org
North Shore School District 112
1936 Green Bay Rd
Highland Park, IL 60035
224-765-3041
224-765-3082 (fax)
When a written request for information is received, the District must comply within five working days. Under certain circumstances, the response time may be extended for up to five additional working days. If this happens, you will be notified at the end of the first five days specifying the reason for the delay. When copies are requested, a public body may charge fees reasonably calculated to reimburse it for the actual cost of reproducing and certifying public records.

FOIA requests can be sent to FOIA@nssd.org. Questions concerning requests may be directed to that same email address. Additional information about Freedom of Information Act Requests can be found on the District's website, www.nssd112.org.

CHAPTER 3 - ENROLLMENT, ATTENDANCE, PROMOTION AND GRADUATION

Parents new to the community may call the Department of Student Services at (224) 765-3046 for information about enrollment and registration. Kindergarten pupils must be five years old on or before September 1 of each school year. Initial registration information is now provided online. Parents must make an appointment at the District Office (1936 Green Bay Road, Highland Park, IL 60035) to present specific documents (e.g., proof of residency, child’s birth certificate, required health forms). It is recommended that parents make an appointment for registration by calling (224) 765-3046 (English and Spanish). Paperwork for registration is available at this link.

ADMISSIONS ELIGIBILITY

In accordance with relevant statutes and Board Residence Policy 7:60, a student may attend school in District 112 on a tuition-free basis provided that their parent or legal guardian demonstrates that the student lives within the district’s boundaries. Residency requirements will be verified when families new to the district enroll their children, and annually thereafter through an e-verification system. Procedures for registration can be found on the District website. Parents must come to the District Office with certain documents (e.g., original birth certificate) for any newly enrolling student.

Children who are five years of age on or before September 1 may attend kindergarten upon commencement of the school year. Procedures exist for school teams to review and consider early admittance into kindergarten for students whose fifth birthday falls between September 2 and October 31, however, please know that these procedures are stringent. Applications must be received by the building principal on or before April 15th of the school year prior to requested entrance. Children who have not attended kindergarten within the District may be placed in the first grade if they reach six years of age by September 1 of the school year. In all of these instances, a certified birth certificate must be submitted to substantiate the student’s date of birth.

BIRTH CERTIFICATES

Pupils entering District schools must present a certified copy of their birth certificate as evidence of age. State law requires that a certified copy of a child’s birth certificate (a foreign birth certificate is acceptable), or other reliable proof of the child’s identity and age (such as a passport, visa, or other government documentation) supported by a sworn statement explaining why the birth certificate is not available, be presented within thirty days of school registration. Failure to comply with this requirement will not prevent school attendance but will be reported to the Illinois State Police for purposes of determining if the child has been reported missing.
PROOF OF RESIDENCY REQUIREMENT
Verifying residency is an effort to protect taxpayers and district resources by identifying non-residents attending District 112 schools. Illinois law mandates that parents demonstrate residency prior to enrollment in school and allows for periodic verification to validate compliance with the law.

The District utilizes a third-party vendor to automatically verify student address information. The vendor will use a parent's name and address to crosscheck the information against other electronic databases such as utility companies. The overwhelming majority of our families are electronically verified. If your residency is electronically verified, you will have no further action and will not need to submit any additional paperwork to certify that you live within the district's boundaries.

A letter will be sent to families whose residency we are unable to verify electronically. The letter will provide details on additional information you will need to provide in order for your child to be registered for school.

HEALTH CERTIFICATE, DENTAL EXAMS, EYE EXAMS
A health certificate, including an immunization history completed by the primary health care provider, needs to be submitted to the school office by every preschool, K, and 6th grade student in addition to all students who are new to the school district unless the parent provides an acceptable medical or religious objection. Failure to produce this health certificate will result in the student being excluded from school.

Students entering K, 2, and 6 must present proof of having been examined by a licensed dentist before May 15 of the current school year. Parents and/or guardians of students entering kindergarten or an Illinois school for the first time shall present proof before the first full day of school of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school.

McKINNEY-VENTO (HOMELESS) STUDENTS
Each child of a McKinney-Vento (Homeless) eligible individual and each McKinney-Vento (Homeless) youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. Students who are McKinney-Vento (Homeless) eligible may be enrolled if the student was a resident of the District before he/she became McKinney-Vento (Homeless) or if the child’s temporary residence is located within District boundaries. Further information regarding the educational rights of McKinney-Vento (Homeless) students may be obtained by contacting the District’s liaison:

Dr. Holly Colin: (224) 765-3048
Daisy Alcaraz (Spanish): (224) 765-3046

TRANSFERRING INTO OR OUT OF DISTRICT 112
All children transferring into District schools must have an official transfer form indicating whether or not they are “in good standing” and whether or not their medical records are up to date. All transfer students serving terms of suspension or expulsion from any public or private Illinois or out-of-state schools must serve the entire duration of the suspension or expulsion prior to enrollment.

When moving out of the district, parents are asked to notify the school office at least one week in advance of the move. This will allow the school and parents adequate time to complete the necessary forms to ensure a timely transfer of school records. The following information will be requested from you:
before you move: • Date of move • New address • New school child will attend (if known).

CHANGE OF ADDRESS, PHONE NUMBER, EMAIL, OR NAME
Any change in home address, home or work telephone number, or emergency information must be reported to the School Office immediately in order to maintain accurate school records and facilitate communication with parents.

NOTE: Parents reporting address changes will also be asked to provide two forms of identification that show both the parent/guardian name and the new address.

PARENTS ABSENT FROM HOME
If parents will be away for an extended time while the student remains in school, the office staff and teachers should be advised in writing. The name and telephone number of the adult who is in charge of the student during parental absence should be provided.

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

Regular school attendance is essential to a student’s success in school. The activities that take place in the classroom are a vital part of the teaching and learning process and days lost from class can never be recaptured. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. It is recognized that there are times when students cannot or should not attend school. Upon receiving notification from the parent/guardian, such absences are classified as excused absences.

If a child will be absent from school, please contact the school by 9:00 a.m. This permits a check on attendance and provides a valuable security measure for your child. If the school does not receive a call from parents by 9:00 a.m., the nurse’s office will begin checking absences. The school requires at least one telephone number at which parents/guardians may be reached by the school regarding absences or illnesses. Should your child become ill at school, you will be contacted by a school official.

The accountability for student absences from school (all day or a portion thereof) is governed by Board Policy 7:70 Absenteeism and Truancy.

TARDY
Students are expected to arrive at school on time. A student arriving at school after the start of school is required to report to the office before proceeding to the classroom. Excessive tardies may result in student discipline and/or a report of truancy to the Regional Office of Education. *Please refer to your individual school information regarding these activities.

STUDENT ABSENCES
There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety, attending a military honors funeral to
sound TAPS, or other reason as approved by the building principal. Family vacations are not considered excused absences by the State of Illinois.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student’s absence.

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

RELEASE TIME FOR RELIGIOUS INSTRUCTION AND 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 all missed work, including homework and tests, for equivalent academic credit.

MAKE-UP WORK

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

TRUANCY

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

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

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
• Appropriate school discipline
A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

GRADING AND PROMOTION
School report cards are issued to students on a triennial basis in elementary school and quarterly in middle school. For questions regarding grades, please contact the classroom teacher.

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.

HOMEWORK
Homework is recognized by the Board of Education, Board Policy 6:290 as an educational practice designed for the purpose of applying and acquiring study skills, reinforcing instruction and developing independent study habits. Homework will not be assigned as a punitive consequence. The assignment of homework is a thoughtful process that is respectful of the needs and abilities of all students with consideration given by the teacher to the additional academic demands and family obligations of the students.

Homework is appropriate when: it is follow-up practice for skills previously introduced in the classroom; grade level/content area teachers coordinate major assessments or projects; directions are clearly understood; and when teachers differentiate according to the skill levels of students. Parents can help their children by arranging a quiet, comfortable place for the students to work and by monitoring that the assignments are completed. The amount of homework done by each pupil varies according to grade level. If clarification is needed concerning homework assignments, a phone call or email to your child’s teacher is recommended.

EXEMPTION FROM PE 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 Chapter 10, Special Education.

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

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

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

1. The time of year when the student’s participation ceases; and
2. The student’s class schedule.

HOME AND HOSPITAL INSTRUCTION
A student who is absent from school, or whose physician, physician assistant or advance 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 your child’s principal.

EARLY RELEASE/PARENT PICK UP
Students will be released from school early only under special circumstances. Parents are encouraged to make appointments at the beginning or end of the school day to minimize the amount of time taken from the school day. It is the responsibility of the student to make up work missed during any absence from class. For the protection of the child, it is required that the parent pick him/her up in the school office and sign the student release book. A student will not be dismissed during the school day unless a properly identified adult is present to pick up the student. If the student returns to school, he/she must “sign-in” at the school office.

For safety and security reasons, a prior written consent of a student’s custodial parent/guardian is required before a student is released during school hours:

1. At any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or
2. To any person other than a custodial parent/guardian.
   a. Anyone other than a parent/guardian must come report to the front office and produce identification to pick up the child.

CHAPTER 4 - STUDENT FEES
Pursuant to Board Policy 4:140 Waiver of Student Fees, the Board of Education authorizes the administration of student fees. Student fees for the 2019-2020 school year have been approved at $230 per child (grades 1-8) if registration is paid on or before August 1, 2019, and a late-payment processing fee of $20 was approved for registration fees received after the due date.

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Fee billing statements, and payment instructions with fee schedule, are sent by the District Business Office to parent(s)/guardian(s) of all currently enrolled students in June with fees due by early August. In addition to school fees, the following charges may also be assessed:

- Library fines and other charges for the loss, misuse, or destruction of school property;
- Charges for the purchase of yearbooks, pictures, diploma covers/graduation costs, charges for textbooks that will be used in high school classes, gym uniforms, photographic film beyond the minimum requirement in any classes or materials used to make permanent home economics or industrial arts items that will remain the property of the student-maker, or parent-purchased or rental of musical instruments to be used by students in band or orchestra;
- Food or lodging costs for events held outside regular school hours;
- Charges for optional travel undertaken by a school club or group of students outside of school hours;
- Charges for admission to school dances, athletic events or other social events;
- Other charges as may be authorized by the Superintendent.

The Superintendent may waive charges for students with special needs or circumstances.

**NOTICE OF DELINQUENT SCHOOL FEES**

Student fees are due by the date specified in the fee billing statement or at the time of new student registration. Student fees must be paid in a timely manner or parent(s)/guardian(s) will receive a delinquency notice. As stated in the delinquency notice, all charges incurred in the collection of unpaid fees are the responsibility of the parent(s) guardian(s).

**FEE WAIVERS AND PAYMENT SCHEDULES**

The Board of Education has adopted a policy (Policy 4:140), which permits the waiving of instructional fees for students whose parents or guardians are unable to afford them. A student is automatically eligible for a fee waiver when: The student is eligible for free or reduced priced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; The student or student’s family is receiving aid under Article IV of The Illinois Public Aid Code; or The student’s status is documented as a runaway, homeless or migrant youth. A student who is not automatically eligible for a fee waiver may nonetheless be eligible for a fee waiver if the student’s family has experienced unexpected financial hardship. A request for a non-automatic fee waiver should be made directly to the Chief Financial Officer, and if granted, must be annually renewed. An application may be obtained in the Business Office or online at https://www.nssd112.org/Page/1091.

**Fee Waivers:** Any request for waivers of school fees shall be processed in accordance with the District’s Waiver of Fees for Students.

**Payment Schedules:** Students who are ineligible for a fee waiver and whose parent(s)/guardian(s) are unable to pay the required fees in the time limits prescribed by this policy may contact the Chief Financial Officer to arrange for a payment schedule.

**Returned Check Fee:** The Board of Education reserves the right to charge parent(s)/guardian(s) a twenty-five dollar ($25.00) fee for any check given as payment for school fees which is returned to the District as unpaid whether due to insufficient funds, closure of account or other reason.

**OPTIONAL FEES**

**Full-Day Kindergarten Program**

Annual Tuition: $2,250.00
If you enroll your child in the district's optional full-day kindergarten program, there is an annual tuition per student. Families that need financial assistance may apply for a Hardship Waiver. The Hardship Waiver application, if approved, permits the waiving of the tuition for families who are not able to afford it.

CHAPTER 5 - TRANSPORTATION SERVICES

BUSING
The District contracts transportation services with First Student Transportation Services, Inc. North Shore School District 112 provides free transportation in accordance with Illinois School Code (105 ILCS 5/Art. 29 heading) which states that a student must live more than 1.5 miles from their school or live within a hazardous walking route. In an effort to create safe and efficient transportation, bus routes are created based on the student’s home address, unless an alternate location has been received no later than July 1.

Students who are eligible for free transportation will receive a letter 10 days prior to the start of the school year. The letter will provide the pick up & drop off locations & times.

REQUESTING BUS SERVICES
Any transportation request for a pick up and/or drop off location different than the home address (daycare) for the following school year must be received no later than July 1, and must be submitted every year only if the pick up and drop-off location is different than home. In order to maintain continuity, bus routes may not be altered during the first two weeks of the school year. If no request is received, the student’s home address will be used to establish the route.

BUS SERVICES GUIDELINES
- If a daycare is requested as a pick up or drop-off location and for any circumstances the establishment is closed during the school year due to their own schedule, parents are responsible to transport their child and/or pick up at school during any of those days that the establishment is closed.
- When a change of home address occurs, parents are required to provide proof of residency before any change on transportation is made.
- Any request to modify student’s current bus schedule, parents must complete a Transportation Request Form [English Version] - [Spanish Version] and email it to the Transportation Office at transportation@nssd112.org.
- New requests submitted during the school year will begin the 4th school day after receipt.
- Number of bus stops and route’s length of time are subject to change during the school year as new eligible students are added to the current routes.
- Students that need to ride a different bus on a given day due to an emergency, parents must email the Principal at the school to obtain authorization. Drivers are instructed not to receive direct request from students. Playdates are not considered emergencies.
- For safety reasons, last minute changes on pick up or drop-off locations are not allowed.

Questions regarding bus services should be directed to First Student Transportation Services at 847-724-7200, the Transportation Department at 224-765-3011 or email at transportation@nssd112.org.
NON ELIGIBLE STUDENTS

Students who are deemed ineligible for free transportation may be allowed to ride the bus on a space available basis, with a fee of $495.00 per year. Fee waivers are not available for transportation services. Parents must check with the Transportation Office to make sure that there is space available and there is an available route. Parents that choose this option must pay for transportation services before the deadline as the routes are developed based on required busing. Requests for transportation services must be submitted to the Transportation Office before July 1st as routes can not be changed once all the requests have been submitted, and will not be changed once the school year has started.

BUS ACCIDENTS

All school bus accidents must be reported immediately. This includes non-collision type accidents that result in any damage to the bus, injury to the bus driver or passengers. In case of a bus accident, the driver has been instructed to contact dispatch and the Police Department as quickly as possible. The top consideration is the safety and well-being of all students.

BUS RULES AND SAFETY GUIDELINES

All students who ride buses must follow the District's School Bus Safety Guidelines:

- Students are to board and depart the bus at their assigned stop only.
- Students are not permitted to ride another student's bus.
- Student walkers may not ride the buses.
- Students should be at the bus stop 5 minutes before the scheduled arrival time of the bus.
- If a student's home address is an assigned bus stop, student must be outside his/her house waiting for the bus. Drivers will continue the route if there are not students present at the assigned bus stop.
- At the end of the school day, students are to go quickly to their bus' designated area and wait in an orderly fashion for the bus to arrive.
- Students are not to stand or play on the road or street while waiting for the bus. After exiting the bus, students who must cross the road must do so 10 feet in front of the bus and only when the stop arm is out and the flashers are operating, and must follow instructions from the bus driver.
- Students are to remain seated throughout the entire bus ride.
- Bus company reserves the right to assign permanent seats.
- Students' heads, hands, arms, and feet, and all objects must be kept inside the bus. Windows are not to be lowered below the safety mark.
- Students having a loud conversation, profane language, throwing objects, and discourteous actions toward the bus driver or other passengers will not be tolerated.
- Students are responsible for any damage to the bus.
- Glass containers, live animals, and large objects may not be carried on the bus.
- Students and/or parents may not make special arrangements with drivers. School bus drivers do not have the authority to alter bus routes or stop locations. All requests for changes must be directed to the Transportation Office.
- Parents are not allowed to board the bus to help their child.
- Our school buses are equipped with video cameras. Drivers and students are encouraged to report any concerns or incidents happening during the ride.
- Children are encouraged to wear the seat belts while riding the bus. Drivers are not allowed to assist children with fastening seat belts.
- Eating or drinking is not allowed during the bus ride.
BUS CONDUCT
Students are expected to follow all bus rules and safety guidelines 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.

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

ELECTRONIC RECORDINGS ON SCHOOL BUSES
Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle’s entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s discipline policy and shall reimburse the School District for any necessary repairs or replacement.

ACTIVITY BUS SERVICE
An after-school activity bus is available at most schools for those students participating in an after-school activity, free of charge. Please contact your child’s school for additional information.

- The K-5 activity bus departs at the conclusion of after-school activities, typically at 4:25 p.m.
- The 6-8 activity bus departs approximately at 4:00 p.m.

CHAPTER 6 - ARRIVAL AND DISMISSAL PROCEDURES
Each building has a commitment to safe procedures for arrival and dismissal. Please note that many of our schools are located in residential neighborhoods with limited space for car lines. Whenever possible, please have students ride the bus or participate in a car pool to limit the number of cars traversing areas with high pedestrian traffic. Please contact your child’s school office for specific information about drop-off and pick-up procedures. Students are expected to observe all school rules during arrival and
dismissal. Students will remain outside until the first bell rings unless there is inclement weather (temperature and/or windchill below 15 degrees/rain).

ELEMENTARY ARRIVAL PROCEDURES
Supervision begins at 8:30 a.m. Individual buildings may have alternative procedures in place depending on before school program offerings and earlier/later start times (e.g., Red Oak, Sherwood). In order to provide a safe environment, students may not be unaccompanied by an adult on the school grounds before supervision begins. Unless buildings make specific arrangements, school playground, fields, and courts are not supervised during arrival times. All exterior doors will be locked at all times. Late arrivals must use the front entrance in order to maintain building security.

School Hours

Pre-School
Morning Class: 8:40 a.m. to 11:10 a.m.
Afternoon Class: 12:40 p.m. to 3:10 p.m.
Extended Day Class: 8:40 a.m. to 1:55 p.m.

Elementary Schools
Grades K-5: 8:40 a.m. to 3:17 p.m.
Grades K-5 (RO) 8:44 a.m. to 3:21 p.m.
Grades K-5 (SW) 8:36 a.m. to 3:13 p.m.
Grades K-5 Early Release: 8:40 a.m. to 1:00 p.m.
Grades K-5 Early Dismissal: 8:40 a.m. to 1:40 p.m.
Grades K-5 Special Schedule 8:40 a.m. to 11:40 a.m (May 29, 2020 Records Day)

MIDDLE SCHOOL ARRIVAL PROCEDURES
Students who arrive before 7:30 a.m. are expected to wait outside the main entrance, weather permitting. If severe weather conditions exist, students will be allowed inside beginning at 7:30 a.m. Students who need to enter the building before 7:30 a.m. must be under the direct supervision of a staff member. Students who arrive early to participate in a before school activity or to meet with a teacher will be admitted at a time designated by the sponsor/teacher. Once students have arrived at school, they may not leave school grounds prior to dismissal unless accompanied by a parent/legal guardian.

School Hours
Grades 6-8: 7:55 a.m. to 2:40 p.m. (First bell rings at 7:50 a.m.)
Early Release Schedule: 7:55 a.m. to 12:25 p.m. (Typically one Friday of every month)
Early Dismissal: 7:55 a.m. to 12:55 p.m.
Special Schedule 7:55 a.m. to 10:55 a.m. (May 29, 2020 Records Day)

CHAPTER 7 - STUDENT HEALTH AND SAFETY
Children entering preschool, kindergarten, sixth grade or those entering school at any grade for the first time in Illinois, are required by Illinois School Code to present evidence of a completed physical
examination. Additionally, students in preschool, kindergarten and 6th grade must also present evidence of having received immunizations against preventable communicable diseases as required by the Illinois Department of Public Health.

Students who are not in compliance with this regulation will not be permitted to begin the school year until they provide evidence to the nurse at their attending school that they have had a physical examination and met immunization requirements.

**IMMUNIZATION, 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.

**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 or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENT MEDICATION
Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take 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 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 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis
The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:
2. Copies of the registry identification cards are provided to the District; and
3. That student’s parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*

*Medical cannabis infused product* (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

**GUIDANCE AND COUNSELING**

The school provides a guidance and counseling program for students. Services may be provided by a social worker, school counselor, or school psychologist. These professionals are available to those students who require additional assistance.

**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.

**COMMUNICABLE DISEASE**

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

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

**HEAD LICE**

District 112 follows the guidelines of the Lake County Health Department regarding head lice.
1. Students are not excluded from school for lice nits.
2. If a student at school is found to have live lice, the parent is notified so that treatment may begin as soon as possible.
3. If a case of lice is found in a particular classroom in preschool or elementary school, parents will receive a health alert so they can be extra diligent in monitoring their children. If a cluster of cases are found at the middle school level, parents are notified.
4. School nurses do not perform lice checks on groups of children (e.g., classrooms, grade levels).
5. Lice checks are performed on an individual basis only for children presenting with symptoms of potential lice infestation.

INFORMATION ON HUMAN PAPILLOMAVIRUS (HPV)
The Department of Public Health is required by law to provide written information to all female students who are entering the sixth grade and their parents/guardians on the link between HPV and cervical cancer and the availability of an HPV vaccine.

RESTRICTION ON PARTICIPATION IN STRENUOUS PHYSICAL ACTIVITY
All middle school students who participate in competitive physical activities shall be required to have a physical examination prior to such participation. The activities for which examinations are required shall be determined by the middle school principals in consultation with the physical education teachers and the coordinator of health services. Students who have asthma or other potentially life-threatening health problems must have the proper forms and medication(s) at school in order to participate in physical education or recess. Otherwise, a doctor’s note stating that the student is symptom free, no longer requires medication, and may participate in activities without restriction, may be required.

STUDENT CONCUSSIONS
In accordance with State law and Board Policy 7:305, a student may not participate in an interscholastic or intramural athletic activity for a school year until the student and the student’s parent or guardian or another person with legal authority to make medical decisions for the student have signed an Agreement to Participate.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion will be immediately removed from interscholastic participation or competition and will also be removed from intramural athletic activities and from the physical activity portion of the physical education course in which the student is enrolled. A student who has been removed from an interscholastic contest, intramural athletics, or physical education may not return to play until the following conditions are met:

1. The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, by a treating physician (chosen by the student or the student’s parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician;
2. The student has successfully completed each requirement of the return-to-play protocol established by the District’s concussion oversight team;
3. The student has successfully completed each requirement of the return-to-learn protocol established by the District’s concussion oversight team;
4. The treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician’s professional judgment, it is safe for the student to return to play and return to learn; and
5. The student and the student’s parent or guardian or another person with legal authority to make
medical decisions for the student:
   a. Have acknowledged that the student has completed the requirements of the return-to-play and return-to-learn protocols necessary for the student to return to play;
   b. Have provided the treating physician’s or athletic trainer’s written statement indicating that, in the physician’s professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the Superintendent as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the District’s concussion oversight team; and
   c. Have signed a consent form indicating that:
      i. They have been informed concerning and consent to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;
      ii. They understand the risks associated with returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and
      iii. They consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996, of the treating physician’s or athletic trainer’s written statement indicating that, in the physician’s professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the Superintendent as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the District’s concussion oversight team and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the athletic trainer, as the case may be.

ACCIDENTS AND ILLNESSES
In case of illness or injury, school personnel will care for a student temporarily. As authorized on the student emergency information form, if emergency care is needed, the school will act on the parent/guardian’s behalf to make arrangements for emergency care and transportation (i.e., ambulance if necessary). It should be understood that the school district assumes no responsibility and is not liable for the costs of such transportation or medical care.

Please Note: an emergency telephone number where parents can be reached and the name and telephone number of the student’s family doctor must be on file at the school and must be kept current. Please report any changes to the school office immediately.

If an illness or injury occurs, every effort will be made to notify parents immediately. If a parent/guardian cannot be reached, the adult listed on the emergency form will be contacted. In the event that neither the home nor emergency number can be reached, the student will receive appropriate first aid and be allowed to rest until the parent/guardian can be located. Each school has an assigned Registered Nurse, who is available during the school day. School nurses at NSSD 112 are licensed registered nurses who are able to care for minor health problems or emergencies.

Students who experience vomiting, diarrhea, or a fever of 100°F or more are required to go home for the duration of the day. If your child has a fever, s/he should be kept home until the temperature has been normal for 24 hours without the aid of medication. In addition, a child with an undiagnosed rash is required to go home. If it is necessary for a child to stay inside for health reasons, a doctor’s excuse is required. A note from the parent or guardian following an illness will also be accepted. If the child does
not have a note, he or she will go out for recess and other outdoor activities. If it is necessary for a student to miss P.E. for a medical condition, a doctor’s note must be provided.

CPR AND AED TRAINING
Many school district employees are trained in CPR and AED use. The Illinois High School Association’s website contains a video on the administration of cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). All students and parents are encouraged to review the video at http://www.ihsa.org/Resources/SportsMedicine/CPRT Training.aspx.

STUDENT INSURANCE PROGRAM
The School Board permits a group plan for accident insurance to be offered to all pupils. Participation in this insurance plan is optional, and the Board assumes no responsibility for its operation. An application and information on the types of coverage is available at each school, and information is available on the District website. The District assumes no responsibility for any expenses related to emergency medical care.

DAILY PHYSICAL ACTIVITY
The Illinois School Code requires daily physical activity for children in grades K-8. A parent note indicating that the student cannot participate in physical education classes or daily physical activity is necessary to excuse the student from such activities up to and including three days. Any request for exemption beyond three days will require a physician’s written note. For students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the courses provided for other children, special activities in physical education shall be provided.

CHAPTER 8 - TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE POLICY
District 112’s intent is for all use of the technology resources to be consistent with our mission. District 112 is committed to technology and curriculum integration and believes it is an important component in current and future education, real word applications, and personal learning.

The Board of Education has adopted a Board Policy 6:235 Computer Network and Internet Safety, Access and Use. Every student and his/her parent/guardian must review the Acceptable Use Policy (AUP) and agree to its terms to access the district network resources and be able to use the internet. 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. In addition, students may be required to sign computer and Internet Guidelines provided by the IMC teacher. The complete policy is available on the district website (www.nssd112.org).

District 112 takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. It is, however, impossible to control all technology sources and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards for their child. District 112 supports and respects
each family’s right to decide whether or not to authorize Internet access. The signatures on this document, (contained in the grade level student contract packet), indicate the persons who signed have read the terms and conditions carefully and understand their significance.

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.

Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District’s electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District’s Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user’s account may be monitored or read by school officials.

UNACCEPTABLE USE
Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity.
- Unauthorized downloading and installing of software.
- Violating copyright.
- Using the network for unauthorized private financial or commercial gain.
- Gaining unauthorized access to technology resources, services, or systems.
- Invading the privacy of individuals (for example, posting information, true or inaccurate, having no relation to curriculum).
- Using another user’s account or password.
- Posting material authored or created by another without his/her consent.
- Using the network for unauthorized commercial or private advertising.
- Submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Knowingly accessing obscene or pornographic material, or material instructing on the use of violence or weaponry. “Knowingly access” includes continued use of material apparently restricted even though inadvertently accessed.
- Using the network while access privileges are suspended or revoked.
- Representing personal views as those of District 112 or those that could be interpreted as such.
- Engaging in acts of cyberbullying. For purposes of this policy, “cyberbullying” is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include, but is not limited to, such acts as making threats, sending provocative insults or racial/ethnic slurs or attempting to infect the victim’s computer with a virus.
NETWORK ETIQUETTE
All members of the District 112 community (students, parents, staff members) are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

NO WARRANTIES
The District makes no warranties of any kind, whether expressed or implied, for the technology service it is providing. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

INDEMNIFICATION
The user agrees to indemnify the school and district for any losses, costs, or damages, including attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures. The District is not liable for the actions of users of its electronic resources.

SECURITY
Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Any user identified as a security risk may be denied access to the network and/or result in disciplinary action.

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

COPYRIGHT WEB PUBLISHING RULES
Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
Use of eMail

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

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

SOCIAL MEDIA PASSWORDS

This shall serve as notification to students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.
2. 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.

CONTENT FILTERING

In accordance with the Children’s Internet Protection Act (CIPA) of 2000, the District installs and operates filtering software to limit users’ Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the district cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

VANDALISM

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

CHARGES
The District assumes no responsibility for any unauthorized charges, fees or subscriptions incurred by an individual user.

ACCESS TO ELECTRONIC NETWORKS
Electronic networks, including the Internet, are a part of the District’s instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint a system administrator(s). The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The use of the District’s electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent’s implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. Access to the electronic network is a privilege, not a right. The Board of Education has a duty to insure that the manner in which the electronic network is used does not conflict with the basic educational mission of the School District. Use of the electronic network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the School District will not permit student use of the electronic network which: (a) causes substantial disruption of the proper and orderly operation of the school or school activities; (b) violates the rights of others; (c) is socially inappropriate or inappropriate due to the maturity level of the students; (d) is primarily intended as an immediate solicitation of funds; or (e) constitutes gross disobedience or misconduct. The District shall also implement technology protection measures consistent with the Children’s Internet Protection Act and its implementing regulations.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS
Each staff member must sign the District’s Authorization for Electronic Network Access as a condition for using the District’s electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

GUIDELINES OF STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS
A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:
1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activ
   2. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
   3. 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,
   4. Is reasonably viewed as promoting illegal drug use; or
   5. 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 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 9 STUDENT DISCIPLINE AND CONDUCT
The district is committed to maintaining a safe school environment for all stakeholders. To that end, the superintendent, building principal, or other administrator shall immediately notify the police in the event that a staff member observes:
   1. Anyone in possession of a firearm on school grounds;
   2. Any verified drug-related incident on school grounds or in school transportation; and
   3. Any incidents of battery committed against staff.

In addition, if an administrator determines that any person is a clear and present danger to self or others, the administrator shall notify the State Police within 24 hours.

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

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

STUDENT BEHAVIOR

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a)
that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.

f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

i. 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.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. 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.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. 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.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. 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.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. 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.

21. 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.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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 discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer 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.

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.
Corporal Punishment

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

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:

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 alikes” 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.

Gang & Gang Activity Prohibited

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

Re-Engagement 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.
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.
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.

SEXUAL HARASSMENT AND 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:
   1. Substantially interfering with a student’s educational environment
   2. Creating an intimidating, hostile, or offensive educational environment;
   3. Depriving a student of educational aid, benefits, services, or treatment; or
   4. 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 nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:** Dr. Monica Schroeder  
Deputy Superintendent  
1936 Green Bay Road  
Highland Park, IL 60035  
(224) 765-3044  
mschroeder@nssd112.org

**Complaint Managers:**

- Dr. Holly Colin  
  Assistant Supt. for Student Services  
  1936 Green Bay Road  
  Highland Park, IL 60035  
  (224) 765-3047  
  hcolin@nssd112.org

- Dr. Kevin Ryan  
  Assistant Supt. for Teaching and Learning  
  1936 Green Bay Road  
  Highland Park, IL 60035  
  (224) 765-3053  
  kryan@nssd112.org

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

**ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITE**

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.

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. Examples of social networking websites include Facebook, Instagram, Twitter, and ask.fm.

**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, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be
kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student’s lunch period.

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:

1. 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.
2. Second offense – The device will be confiscated. A consequence will be issued. The student’s parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A consequence will be issued. 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.
4. Fourth and subsequent offense – The device will be confiscated. A consequence will be issued and the student 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.

BRINGING ITEMS TO SCHOOL
Children should never bring valuable or prized possessions to school. This includes toys and all electronic devices, as well as prized possessions such as jewelry, souvenirs, collections, and large sums of money. Additionally, students should not buy, sell, or trade any items at school or on the bus. The school is unable to secure children's personal possessions and cannot be responsible for lost or damaged personal property. Similarly, the school is not liable for accidental damage that may occur to personal items it may be necessary for children to bring to school (eye glasses, hearing aids, dental apparatuses, etc.). Parents are urged to label clothing, lunch boxes, boots, coats, backpacks, and other items with name tags or a permanent marker.

ARTICLES NOT PERMITTED IN SCHOOL
Articles that interfere in any way with school procedures, disrupt the educational process, or are hazards to the safety of others are not allowed at school. Such items include, but are not limited to:

- Cigarettes and other tobacco products, including without limitation, electronic cigarettes.
• Drugs, including over-the-counter drugs and look-alike drugs (see section on Medication Policy)
• Alcohol
• Weapons or look-alike items (firearms, knives, etc.)
• Lighters or matches
• Laser pointers
• Aerosol cans

Possession of these items is prohibited at school and may result in detention, suspension, or expulsion. Students who use, possess, distribute, purchase, or sell an explosive, firearm, or any other object that can reasonably be considered a weapon can be expelled in accordance with Board of Education policy. If a student brings a firearm or weapon to school, the criminal justice or juvenile delinquency system will be notified.

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.

SEXUAL ABUSE PREVENTION (ERIN’S LAW)
All Illinois school districts are required to provide education to students about child sexual abuse. More commonly known as Erin’s Law, the goal of this law is to increase awareness of this much too common crime against children. One of the requirements of this law is that schools provide an age appropriate curriculum to students in preschool through 12th grade related to sexual abuse prevention. District 112 social workers have worked together to develop age-appropriate presentations using materials from the Second Step Child Protection Unit. Social Workers partner with all staff in our elementary buildings to provide education on this topic to students in kindergarten through 5th grade. Students in 6th through 8th grade will be educated on this topic as part of their health curriculum. Parents will be notified at least 5 days before instruction occurs. For additional information or support if a parent suspects that their child(ren) may have been abused, please contact your school principal and/or social worker.

CHAPTER 11 SPECIAL EDUCATION
EDUCATION OF STUDENTS 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 District and its schools provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. 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 your child’s school office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

If a parent/guardian suspects that his or her child is in need of identification, assessment and placement services for a child that is or may qualify as a student with a disability, the parent/guardian should contact his or her building principal or:
EARLY CHILDHOOD SPECIAL EDUCATION
Preschool aged children with significant developmental delays are eligible for an evaluation and may qualify for special education services. Parents who have serious concerns about their preschool age children should call the Early Childhood Program (224-765-3060) for additional information or to set up a screening appointment. Preschool services start with an evaluation to determine eligibility. Eligible students may receive services such as speech and language therapy, preschool programming, occupational therapy, or physical therapy. Exceptional children served by District 112 must be at least 3 years of age, however, children may be assessed just prior to their third birthday.

DEAF, HARD OF HEARING, BLIND OR VISUALLY IMPAIRED STUDENTS
All students that are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audiological, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at http://www.illinoisdeaf.org/ and http://www.isvi.net/.

DISCIPLINE OF STUDENTS WITH DISABILITIES: BEHAVIORAL INTERVentions AND DISCIPLINE
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 complies 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.

EXEMPTION FROM PE 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. These exceptions are in addition to the PE exceptions available to all students, as found in section Procedure 2.80 (Exemption from PE Requirement)

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 your child's building principal.

CHAPTER 12 TEACHING AND LEARNING

ASSESSMENTS
Assessments are an important part of learning and students at our schools take part in several assessments throughout the year. The purpose of these assessments is to monitor student learning and make instructional decisions.

STANDARDIZED TESTS
Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:1

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

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind 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.
REPORT CARDS
The purpose of report cards is to keep parents informed of their child’s academic progress and to highlight behaviors and attitudes that help or hinder learning. Report cards are issued three times a year for elementary and four times a year for middle schools. Report cards are sent home with students. The determination of an academic grade is based on student’s class work, quizzes, tests, reports, etc. Parents of middle school students are invited to monitor their student’s progress through district student information system, Infinite Campus. For more information, contact your child’s school office.

PARENT-TEACHER CONFERENCES
Parent-teacher conferences are scheduled on a districtwide basis. Special school days are set aside for these conferences. Please refer to the school calendar for these dates. Parent-teacher conferences enable teachers to work more effectively with each child. This direct communication affords an opportunity to gain a better mutual understanding of the child that is not otherwise possible. Conferences also give the teacher an opportunity to discuss methods, objectives, and other aspects of the school and program with parents. Parents may request a conference with the teacher at times other than the regularly scheduled conferences. Parents may contact a teacher to set a mutually agreed upon time for such a conference. This type of a conference is very useful if the student is concerned about something occurring at school or the parent has an immediate concern.

CONTACTING STAFF MEMBERS
All staff members are available by both phone and e-mail. To access a staff member’s voicemail, please use the staff directory on our website (www.nssd112.org) or on your child’s building website. Please note that teachers may not check their voicemail or e-mail during the school day due to teaching responsibilities; if you need immediate attention, please contact the school office.

RECESS GUIDELINES
North Shore School District 112 highly values outdoor physical exercise and the opportunity for daily outdoor play for all students. All schools in District 112 will engage in outdoor recess unless temperatures are at or below 15 degrees (including wind chill) or if there is precipitation. Students will also be allowed to come into our buildings before school when the temperature is 15 degrees or below, including wind chill.

- **Indoor Recess:** At times it is necessary for all students to remain inside during their daily recess time. This would occur in the event of rain, extremely cold weather (temperature or wind chill less than 15 degrees) or school based emergency (e.g., hard or soft lockdown, severe weather warning).

- **Temperature Determination:** This link is used within the district to determine Current Weather Conditions when making decisions about whether to stay indoors for recess.

- **Focus of Indoor Recess:** Whenever possible, indoor recess should be a time for students to engage in physical activity and/or games and social activities. Movies or videos should be used very rarely.

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. Students may be prohibited from attending field trips for any of the following reasons:

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

ADVANCED LEARNING OPPORTUNITIES (ALO)
To better support the differentiated instruction that students regularly receive in their classroom, Advanced Learning Opportunities (ALO) are provided when a student demonstrates they have already mastered grade level standards on an upcoming unit. Classroom teachers develop instructional strategies to deepen, enrich, and extend specific academic standards for students who may at times require alternate experiences and approaches to be sufficiently challenged when they have already mastered grade level standards.

DUAL LANGUAGE PROGRAM (DL) - Pre-K - 8th grades
The Dual Language Two-Way Immersion program is a Spanish and English program option for students in Kindergarten through 8th grade. The Dual Language program serves as the required native language and English as a second language support for identified English Learners. Dual Language classrooms are approximately half Spanish proficient students and half English proficient students. Students have a specially trained bilingual teacher.

- Reading and writing are taught to students in both English and Spanish beginning in Kindergarten.
- Math is taught mainly in English with components and language connections to Spanish in grades K-5.
- Science and Social Studies content areas are integrated with language arts to provide context and authentic language learning experiences for all students.

The Dual Language program has three main goals: 1) All students develop high levels of proficiency in both English and Spanish 2) All students develop high Levels of Academic Achievement 3) All students develop positive attitudes about language and diverse cultures

Students should stay in the program from Kindergarten through 8th grade so that the program goals can be achieved, the educational plan can be continuous, and the language balance required by the program can be maintained.

Currently the program is offered at Green Bay Early Childhood Program, Oak Terrace Elementary School, Red Oak Elementary School, and Northwood Middle School. There are opportunities for Dual Language students at both the middle school and the high school level in District 113; this includes the opportunity for our students to earn a seal of biliteracy on their diplomas. For more information regarding
enrollment and the selection process, please visit the Language Programs page on the district website.

ENGLISH LEARNERS (EL) PROGRAM
The state of Illinois requires English language proficiency screening for any student who has a language other than English spoken at home or by the student. All of our schools offer English as a Second Language (ESL) services to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners (ELs) will be informed how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency. All screening and assessment results regarding English Language Proficiency will be communicated to parents on an annual basis. Every year during the months of January-February, all ELs will take the ACCESS for ELs, a state mandated English Proficiency Exam to monitor and determine a student's level of English and eligibility for ESL support.

For questions related to this program or to express input in the school's English Learners program, contact Lindsey Rose (lrose@nssd112.org) or (224) 765-3057.

PRESCHOOL
The preschool program provides preschool programs for three (3)- and four (4)-year-old children who are at risk of school failure due to language, environmental, and/or economic disadvantages. Programs include both dual language and English classrooms. Children that meet at-risk criteria are identified through a screening process, and are eligible for free tuition. Tuition slots are also available for the program.

EXTRACURRICULAR AND ATHLETICS PARTICIPATION AND 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 academic requirements and have the following fully executed documents on file in the school office before participating in activities:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Academic Eligibility
Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. In order to be eligible to participate in extracurricular and athletic activities, a student must be in good academic standing. Any student failing to meet academic requirements may be suspended from the sport or activity until all academic requirements are met.
Absence from School on Day of Extracurricular or Athletic Activity
A student who is absent from school after 12:00 p.m. is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in advance 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 their 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 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 school 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 (see Policy 7:190); including but not limited to:
2. All infractions related to drugs, alcohol, weapons, smoking, vaping, etc.
3. Act in an unsportsmanlike manner;
4. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism;
5. Haze or bully other students;
6. Violate the written rules for extracurricular or athletic activity;
7. Behave in a manner that is detrimental to the good of the group or school;
8. Be insubordinate or disrespectful toward the activity’s sponsors or team’s coaching staff; or
9. 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 an appropriate level of due process as directed by statute, policy, and code. 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 a Principal’s designee.

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

CHAPTER 13 SCHOOL LUNCH
It is important that students eat a well-balanced meal. Most District 112 schools do not have a kitchen, and therefore students should bring their lunch to those schools. School lunches are available for students who attend school at Oak Terrace Elementary, Red Oak Elementary and Northwood Junior High.

FREE AND REDUCED PRICED LUNCH
Families may request a waiver of registration fees by applying for the free/reduced lunch program. All families who qualified for the program last year will receive a mailing later this summer with instructions for applying online. If you did not apply or qualify last year, but believe you may be eligible this year, please contact Kathy Uhlean in the business office at 224-765-3006 for more information or to be added to the mailing list. Applications are available in the district office or accessed through the Infinite Campus Parent Portal at www.nssd112.org/parentportal

FOOD AT SCHOOL
Student wellness, both emotional and physical, is a priority for the District. Goals for emotional health, physical activity and nutrition education are included in Board Policy 6:50 School Wellness. To support our student wellness, teachers are discouraged from using food as an incentive or reward for students at school and during school day hours, although there may be times when food rewards are used as a classroom, grade level, or school reward (e.g., pizza party). The following nutrition guidelines have been developed by parents and staff and adopted by the Board of Education:
1. **Birthday celebrations**: The focus on a child’s birthday celebration is the opportunity for the child to feel special throughout the school day. Birthday treats are optional, but if you want to send in a treat for your child’s birthday, non-edible treats such as stickers, pencils, erasers, or books are encouraged. If edible treats are sent in, the birthday treats must fall within the District’s nutritional guidelines.* Please remember that no foods containing allergens can be brought into a classroom where there are allergies (even if the intent is to send the food home).

2. **Snacks**: All school snacks and rewards, provided by staff or brought from home, served during and after school should be healthy.*

3. **Food in Curriculum**: Classroom activities that are tied to specific curriculum projects or units may include food items. Every attempt will be made to choose healthy options when appropriate.*

4. **Holiday Parties**: Students will receive one sweet treat and a healthy beverage at holiday parties. Sodas and high sugar drinks are not appropriate beverages. Milk, water, and fruit juices (100% juice) are appropriate choices.*

5. **Food Providers**: All food providers are expected to provide nutritionally balanced food and beverage options for student lunches.*

6. **Candy**: Candy will not be served at school during school hours.*

7. **Fundraisers**: All fundraisers during the school day will adhere to these guidelines.*

8. **Allergies**: On all occasions, staff, parents and food vendors are expected to show sensitivity to food allergies.*

*District Nutritional Guidelines:
- Balance options by including protein, carbohydrate and fat intake
- Suggested school snacks include fresh fruit, veggies, dairy, crackers and low fat, low sugar carbohydrates
- Suggested beverages include water, milk, 100% fruit juice (no sugar drinks, no soda)
- Limit dessert portion-size

**LUNCH/RECESS**
Eating lunch at school and utilizing the school grounds during lunch recess requires cooperation so that the lunch period is a pleasant and safe time for everyone. There may be assigned seating during lunch hour. Students are expected to stay in their seats for safety purposes. During lunch hour, students are under the supervision of lunch supervisors and expected to follow directions as given. Misbehavior during lunch hour is considered a disciplinary issue and appropriate disciplinary actions are taken. Failure to follow lunchroom guidelines can result in disciplinary action. Lunch hour recess is held outdoors whenever possible; students will go outside unless the temperature, including wind chill, is under 15 degrees or there is precipitation. Students should dress appropriately for weather conditions.

**STUDENTS WITH FOOD ALLERGIES**
District 112 wants parents of students with life-threatening allergies or life-threatening chronic illnesses to be aware of the applicable provisions of Section 504 of the REhabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.
If your child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or assistant principal.

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

District 112 acknowledges the increase in student allergies and is committed to limiting student exposure to allergies. Each building will have an allergen-restricted lunch area/table available in the cafeteria. Buildings have chosen 2 different ways of doing this:

- **Peanut, Tree Nut, etc. Restricted**: No students with peanuts, tree nuts, foods made with these products or other allergens specific to the building can sit there, and students with allergies (and their friends, if they are free of the restricted products) can sit at that table; or

- **Peanut, Tree Nut, etc. Table**: Children who bring peanuts, tree nuts, foods made with the allergen specific foods, or other allergens specific to the building must sit at this table (they can always ask a friend to sit with them).

*Neither table should feel punishing or exclusionary to children. Students are always allowed to invite their friends to join them, as long as no friends with products containing allergens sit at an allergen restricted table.*

- **Field Trips**: District 112 requests that parents pack lunches that do not contain peanut products for all field trips.

## CHAPTER 14 FACILITIES INFORMATION

### ASBESTOS NOTIFICATION

North Shore School District 112 continues to monitor asbestos containing materials in school buildings as required by the United States Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA) for schools. This annual notification is required under the guidelines of the Illinois Department of Public Health. District 112 continues to address safety considerations regarding asbestos in schools to ensure the safety of students, staff members, parents and community.

Three-year re-inspections were completed in all schools during the 2016-2017 school year. A copy of all reports and the management plans are available for review at each school and at the Operations & Facilities office located at 2023 St. Johns Avenue, Highland Park. Contact the Director of Operations with questions at (224) 765-3450.

### INTEGRATED PEST MANAGEMENT

The District has adopted an Integrated Pest Management Program (IPM) which incorporates guidelines developed by the Department of Public Health for structural pest control practice at school buildings and other school facilities. A copy of the IPMP is available at all the school sites. The District provides written notification of pesticide application at least two business days before application of the pesticide which
identifies the intended date of the application and the phone number and name of the school personnel responsible for the application program. If there is an imminent threat to health or property, written notification shall not be required. In such circumstance, appropriate school personnel shall sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable. In addition, the District has developed guidelines for field management. For information regarding these items, please contact the Director of Operations at (224) 765-3450.

COMMUNITY USE OF SCHOOL FACILITIES
In general, the buildings and grounds shall be made available to the public of the school district for activities which benefit the students and/or residents of the District and do not interfere with the regular school program or activities, or those of school-related organizations.

Persons who desire to use school facilities shall file a Facility Rental Form application, in writing, to the individual school Principal who will coordinate with the Director of Operations. Usage shall be subject to payment of a rental rate and acceptance of terms of use. Rates for such charges shall be determined by the Board of Education and shall be on file at the Principal's office at each school. The facility rental rate for the requested facility will be in addition to the minimum two-hour custodial charge. Rental charges may be waived only upon the approval of the Superintendent. Custodial charges may not be waived.

Final approval and custodian assignments are made by the Director of Operations. The Principal and/or Director of Operations are authorized to reject any/all requests which do not meet the requirements set forth by the District for usage.

In all cases of facility use, the user is responsible for maintaining the facility and will be charged for any damages resulting from negligence or abusive behavior. Charges will also be levied against the user if extra time must be spent cleaning after the use of the facility. Users of district facilities are also responsible for adherence to the usage requirements of the Illinois School Code. An indemnification clause shall be included in the application for facility use. Alcoholic beverages, tobacco, and illicit drugs will not be permitted on the grounds of any school facility.

For further information on the rental of buildings, related costs or approved usage, please contact the Director of Operations at (224) 765-3450.

ENVIRONMENTAL TESTING
The District routinely tests the environmental condition of district buildings. The results of these tests are available for public inspection at each school and the Operations Office.

PROHIBITION AGAINST TRESPASSING ON SCHOOL GROUNDS
It is the practice of the Board of Education that all school grounds shall be closed at dusk, except to individual school and district-sponsored events and activities specifically authorized by district administrators. Persons present on said school grounds after dusk without authorization will be considered trespassers and may be prosecuted in accordance with Illinois law. In addition, district students trespassing on said school grounds shall be subject to disciplinary actions. Unauthorized
vehicles left unattended on school grounds after dusk may be towed at the owner’s expense.

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

CHAPTER 15 STUDENT RECORDS AND PRIVACY

STUDENT PRIVACY PROTECTIONS

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

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

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

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

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

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

Selling or Marketing Students’ Personal Information Is Prohibited

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

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

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.**
   Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on
college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a 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.

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

6. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
• Name
• Address
• Grade level
• Birth date and place
• Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
• Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
• Academic awards, degrees, and honors
• Information in relation to school-sponsored activities, organizations, and athletics
• Major field of study
• Period of attendance in school

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

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

2. **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.**

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

   The name and address of the Office that administers FERPA is: Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington DC 20202-4605
STUDENT BIOMETRIC INFORMATION
Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

MEDIA AND PUBLICITY
Throughout the year, school events are covered in school publications, school-based social media and by local news media. This could result in interviews, photographs, and video recording of the events. In addition, video or podcasts may be broadcast on local cable stations, the district website and district social media accounts. The District is proud to feature the accomplishments of our students, but such publicity is optional and conducted only if the parent/guardian approves. Parents/guardians who do NOT want their children interviewed, photographed, or videotaped should complete a media restriction letter (DEADM-1210-04 Revised) and return it to the principal of your school.

MEDIA RELEASE
Online privacy and safety are issues that District 112 takes very seriously. We also take seriously the need for our students to create a powerful digital footprint for themselves. In order to do this they need to share their learning and work with the world. As a means to share their voice and celebrate their learning and work, children and/or their school projects may be photographed or videotaped. Student photos/videos and work may be displayed in the school, printed in District 112 publications, used on the District/school/class website, printed in the school yearbook or posted to District/school pages on social media sites. Visiting media may also use student photos/videos. Students may also be publishing to third party sites such as video, photo, blogging sites, etc. This media will not be used for commercial purposes. It is the District’s practice to only use a student’s first name and first initial of last name, when identifying students for this use, except for the school yearbook where a student’s full name will be used. The District may release, publish, and use photographs/ videos, and work of your student unless you indicate otherwise, in writing, through a letter sent to your student’s school. In this letter, please outline what specifically which media you wish your student to be withheld from.

PICTURES OF UNNAMED STUDENTS
During the school year, children and/or their school projects may be photographed or videotaped. The district may use these images without identifying the student by name in various publications, including school yearbooks, school and district websites and print and electronic newsletters, and in news releases shared with the local media. No consent or notice is needed to use pictures of unnamed students while they are at school or a school-related activity.

PICTURES OF NAMED STUDENTS
In order for the school to publish a picture with a student identified by name, one of the student’s parents or guardians will be asked to sign off on the following statement:

During the school year, children and/or their school projects may be photographed or videotaped. I grant consent to North Shore School District 112 to use my child’s name, voice, image or projects in district and school electronic and print publications, the district and school website, and in communications shared with the local news media. The district will not identify children by
INSTRUCTIONAL MATERIAL
A student’s parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request. Any parent wishing to afford parental opportunity to object to their child’s participation in any class providing instruction in recognizing and avoiding sexual abuse should contact the building principal. Please refer to Board of Education Policy 7:15 for a comprehensive policy regarding student and family privacy rights.

CHAPTER 16 COMMUNITY INVOLVEMENT

PARENT ORGANIZATIONS
Each District school has a parent organization, which invites and welcomes parent membership, as well as their help and support. Many parent-sponsored school activities are held during the school year. Membership information may be obtained by contacting the school office.

VOLUNTEERS
A number of adults are utilized as volunteer helpers in the classrooms and for other school-related events that arise during the school year. Although no monetary remuneration can be given for such volunteer services, those who have helped in the past have found it rewarding. Those interested in serving as a volunteer should inform the school office or the classroom teacher, or watch for notifications listing specific needs.

GUIDELINES FOR REPORTS FROM THE DISTRICT TO LOCAL LAW ENFORCEMENT
State law requires a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students (105 ILCS 5/10-20.14). The Juvenile Court Act of 1987 and the School Code set requirements for the management and sharing of law enforcement records and other information about students if they have contact with local law enforcement.

TITLE IX COMPLIANCE
School District 112 is in full compliance with regulations for implementing Title IX of the Education Amendments of 1972, which prohibit sex discrimination in federally assisted education programs. The school district complies fully with the nondiscriminatory provisions of federal and state law pertaining but not limited to students, parents, members of the community, employees, and applicants for employment.

Equal Opportunity and Sex Equity
No student shall, on the basis of his or her sex, sexual orientation, race, color, national origin, ancestry, ethnicity, language barrier, religious beliefs or religious affiliation, physical, mental handicap or disability and medical condition, gender identity, status as homeless, economic and social conditions, or actual or potential marital or parental status be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Any student or parent/guardian with a sex equity or equal opportunity concern should contact Dr. Holly Colin.
Parents have the right to request information regarding the professional qualifications of any teacher instructing their child(ren). Information that may be requested includes:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

For more information, contact the District Office.

CHAPTER 17 PARENTAL RIGHTS NOTIFICATION

STANDARDIZED TESTING

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

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

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind 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.

HOMELESS CHILD’S RIGHTS 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.

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

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

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners program, contact:
   Lindsey Rose
   lrose@nssd112.org
   224-765-3057

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.

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:
   Mr. Kevin Liebe
   Director of Buildings, Grounds, and Transportation
   kliebe@nssd112.org
   (224) 765-3454

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

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

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

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

**SEX OFFENDER NOTIFICATION LAW/VIOLENT OFFENDER COMMUNITY NOTIFICATION**
State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)
- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

**PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT**
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.