

## STUDENT POLICIES

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## **Students**

### **Philosophy of the Board of Education**

We believe that the responsibility for education in our School District is shared by the children, educators, parents and the community. Educators should endeavor to create a learning environment in which each student can develop and maintain a positive self-image. Each student should be considered an individual of great worth, and should be afforded the opportunity to achieve optimum mental, physical, social, emotional and moral growth.

We believe it is the function of our School District to assist each child to acquire the skills, attitudes, and knowledge essential for competent citizenship and effective learning.

We believe that the methods and approaches utilized in the instructional programs should be deemed practical and appropriate for the students, educators and parents. Educators should endeavor as much as possible to implement programs of instruction which make learning experiences interesting, enjoyable and relevant to each student. The instructional program should provide students with the opportunity to become self-directed and to learn how to become responsible. We believe that educators should develop continuous learning programs which emphasize strong foundation in the basic skills and processes.

We believe that respect for self, fellow human beings, and the values our democratic way of life should be a very important part of each student's development and instructional program. Education should lead to an enthusiasm for life and learning, and should make it possible for students to meet the challenges which they will encounter in our rapidly changing society.

The Mission of Indian Springs School District No. 109 is to provide every student with a quality education that will instill a desire and ability to achieve their maximum potential as self-supportive, independent, productive citizens for the 21st century through offering a positive atmosphere and a variety of quality learning experiences.

1. Everyone has the potential to learn.
2. Learning includes both academic and life skills.
3. Every child has a right to be educated to their fullest potential
4. Learning respect for the individual's needs and abilities is necessary in the educational process.
5. Schools should produce tolerant, thinking, productive citizens.

6. All school employees should contribute to the welfare of children.
7. Education is a growth process for all involved.
8. Learning not only takes place in schools, but also in the community, home, and other social institutions, whether good or bad.
9. The more people involved, the better the learning process.
10. All parents should be involved in their child's educational process.
11. All schools should be funded adequately by the State.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

## **Students**

### **General, Statement of Policies Concerning Students**

The Board of Education and their employees shall be dedicated to the process of educating students and of developing their potential commensurate with their abilities. The Board of Education shall insure that the administrators and teachers prepare a learning environment which will meet the needs, interests, and learning styles of students who function within a wide range of instructional levels.

The focus of the instructional program of the school system shall be upon the student and his/her total development in the cognitive, affective and psychomotor domains of learning. It shall be the responsibility of the Superintendent to insure that administrators and teachers create an environment in which students learn to appreciate the form of government under which they live and to accept the responsibilities and privileges which they possess. The Board of Education shall accept each individual student and it shall be the responsibility of the Superintendent and/or his designee to place each student into the instructional program which is most appropriate to meet his/her academic and social needs, interests and learning styles.

The Board of Education shall establish policies and insure that procedures are implemented to prepare an educational environment where children learn how to live with others in a changing world, to provide an educational program for each individual to develop to his/her fullest capacity, the knowledge, the skills and the attitudes which are necessary for him/her to meet and to cope with the challenges of living in the world of today and tomorrow.

It shall be the responsibility of the Superintendent to insure that teachers and administrators establish an instructional environment which produces the very best learning achievement for each student through meeting the following criteria regarding students:

1. To individualize the learning program in order to provide appropriately for each Student according to his or her specific background, capabilities, learning styles, interest and aspirations.
2. To protect and to observe the legal rights of students.

3. To enhance the self-image of each student through helping him or her feel respected and worthy, and through a learning environment which provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in an equitable, consistent, constructive manner.
6. To provide in every way feasible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981



## **Students**

### **Goals and Objectives for Students**

Members of the Board of Education, administrators, and teachers shall make every attempt to prepare an educational environment to assist students in their endeavors to accomplish the following goals and objectives:

1. To achieve a feeling of self-worth
2. To accept the worth and dignity of all people
3. To be creative in his/her selected fields of endeavor
4. To develop a positive attitude toward the rights and privileges of participating citizenship and an understanding of the responsibilities involved.
5. To attain and to prepare a good physical and mental health
6. To plan for and to appreciate the wise use of leisure time
7. To develop and to maintain a positive attitude toward the learning processes and the school environment.
8. To develop skills and abilities to communicate ideas and feelings.
9. To acquire habits of analytical thinking and problem solving
10. To achieve his/her potential in the basic academic areas
11. To develop skills necessary to utilize all available educational resources
12. To understand the American economic system and its relationship to a productive life
13. To realize the role of vocations in society and to understand the changing opportunities open to him/her.
14. To utilize guidance and counseling services to help him/her with vocational planning.

It shall be the responsibility of the Superintendent to insure that the rights of students are protected and that the educational environment is maintained and is conducive to the teaching and learning processes. It shall be the responsibility of the Superintendent to insure that administrators and teachers implement the concept of "balancing the rights of the individuals with the rights of society".

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No.109  
Date: November 24, 1981

**Students****Equivalent Assignment of Personnel Curriculum and Instructional Materials**

The District shall attempt to provide equivalent educational opportunities for its students, including but not limited to the availability of educational materials and supplies and personnel. This policy shall be implemented so as to provide flexibility in meeting the unique needs of the District's students. The District's instructional program shall be in compliance with all applicable State and Federal laws and regulations.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: March 27, 1990

## **Instruction - Goals and Objectives**

### **Goals for Learning**

The primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. The Board gives priority in the allocation of resources, including funds, time, personnel and facilities, to fulfilling this purpose.

### **Accreditation and School Improvement Plan**

The Superintendent shall supervise the District's participation in the Illinois Public School Accreditation Process and Annual Application for Accreditation, including the District's:

1. reporting of the extent to which each of its schools meets the law's operational requirements and Illinois State Board of Education rules as identified in "The Illinois Program for Evaluation, Supervision, and Recognition of Schools, Part 1."
2. reporting of the extent to which each of its schools meets student performance and school improvement standards through the development of a School Improvement Plan which addresses these areas:
  - a. Analysis of existing conditions
  - b. Learning outcomes, standards, and expectations
  - c. Assessment systems
  - d. Analysis of student performance data
  - e. Evaluation of student performance and school programs
  - f. Reviewing expectations and implementing activities to increase student performance
  - g. Reporting to the public.
3. measuring student and school performances using the Illinois Goal Assessment Program.

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

**Multi-Culturalism**

The instructional program shall emphasize multi-cultural education by presenting in context the contributions of all races and cultures, and by recognizing in all grades the similarities of students' various cultures. The Building Principal shall monitor the school's multi-cultural experiences and instructional program.

Legal Reference: 105 ILCS 5/2-3.63, 5/2-3.64, and 5/27-1. 23 Ill. Admin. Code 1.30 and 210.

Cross Reference: 6.340, 7.10

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: July 19, 1994

**Students****Instruction - Student Testing and Assessment Program**

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and state-wide norms.

The student assessment program shall be developed by the Superintendent and approved by the Board. The program will:

1. Use appropriate assessment methods and instruments. It may include norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Be uniformly applied to all students required to be tested.
3. Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested.
4. Emphasize the code of ethics for test administration.

The Superintendent shall maintain descriptions of the District's assessment procedures and copies of District-wide instruments.

Test results shall be recorded in the student's temporary school record and are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.

Legal Reference: 105 ILCS 5/2-3.63, 5/2-3.64, 5/10-17a, and 5/27-1.

Cross Reference: 6.15, 6.140

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: July 19, 1994

## Students

### Technology Resources Policy for Students, Professional Staff, Classified Staff and Guests

#### **Access to the Internet and Network Resources**

The school board's goal is to include the Internet in the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an Acceptable Use Policy and appoint a system administrator.

The school district is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual school board members, administrative staff members, classified staff members, substitute teachers, student teachers, and any other persons using District 109 Network Resources, including the Internet, shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

#### **Curriculum**

The use of the Internet shall 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. Teachers may, consistent with the Acceptable Use Policy, use the Internet throughout the curriculum.

Access to the Internet is part of the curriculum and is not a public forum for general or personal use.

#### **Acceptable Use**

All use of the district's connection to the Internet must be in support of education and/or research, and be in furtherance of the school board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The district's Acceptable Use Policies for Students and Staff contain the appropriate uses, guidelines, ethics, and protocol for the Internet as well as Network Resources. Any documents, files, electronic communications and downloaded material may be monitored or read by school officials to ensure the safety of District 109 students and the integrity of District 109's network.

**Authorization for Internet Access**

Each teacher, staff member, or guest must sign the district's Acceptable Use Policy as a condition for using the district's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Acceptable Use Policy before being granted use of the network, including Internet access.

The failure of any student or teacher to follow the terms of the Acceptable Use Policy or this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Internet Safety**

School District 109 subscribes to an Internet filtering system, as required by the Children's Internet Protection Act (CIPA), to filter out sites with content considered unacceptable for educational use. Our filtering software actively blocks internet access to images or content that:

- are obscene
- are pornographic
- are harmful to minors
- are harmful to computers and equipment

However, even with the use of filtering software, users may encounter websites deemed controversial and/or inappropriate. Thus, it is expected that students using the Internet are visually monitored and supervised by the teacher/staff member responsible for them. Staff supervision of students using Network Resources, including the Internet, is in place to prevent:

- access to inappropriate materials, or materials that may be harmful to minors
- "hacking" or any other unlawful activities
- unauthorized disclosure, use, or dissemination of personal information
- and to ensure the safety and security of minors when using electronic mail, chat rooms, or any other forms of direct electronic communications.

All students will be informed by staff of their rights and responsibilities as users of the district network as an individual user or as a member of a class or group as is outlined in the Acceptable Use Policy.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: January 21, 1997  
Revised: November 18, 1997  
Revised: March 20, 2007

## **Indian Springs School District 109 Acceptable Use Policy for Students**

The Indian Springs School Board recognizes that access to telecommunications and other information technologies is critical to the preparation of District 109 students for life in the 21<sup>st</sup> Century. We believe our students must have the opportunity to learn how to responsibly use resources available on the Indian Springs School District network as well as the broad array of resources available on the Internet. Therefore, the Board is committed to continued enhancement of the District's network services and to ongoing staff development to ensure that Indian Springs' students master the skills necessary to effectively utilize these vast information resources.

There is a wealth of information readily available on the Internet ranging from child-friendly search engines to highly specialized databases. However, it is also important to realize that the Internet is unregulated and even with filtering software, difficult to filter or censor. Thus, parents and guardians and educators must work together to ensure that students use these resources responsibly. Parents and guardians play an especially important role in setting the standards their children should follow when using the Internet in any setting.

Digital Information Fluency skills are now fundamental for the success of our children in the 21<sup>st</sup> Century. The Board expects that District Staff will blend thoughtful use of Internet information resources throughout the curriculum, and the staff will provide consistent guidance and instruction to students in accessing, evaluating, and synthesizing such resources.

As with all aspects of life, the use of technology comes with not only benefits, but also responsibilities. The purpose of this policy is to outline the acceptable use of technology resources, especially the Internet, at Indian Springs School District 109. These rules are in place to protect the students, employees, and technology resources of District 109.

School District 109 subscribes to an Internet filtering system, as required by the Children's Internet Protection Act (CIPA), to filter out sites with content considered unacceptable for educational use. However, even with the use of filtering software, users may encounter websites deemed controversial and/or inappropriate. Thus, it is expected that students using the Internet are visually monitored by the teacher/staff member responsible for them. All students will be informed by staff of their rights and responsibilities as users of the district network as an individual user or as a member of a class or group.

### **Guidelines for Student Behavior**

- Students are responsible for exhibiting appropriate and responsible behavior on school computer networks just as they are in a classroom or a school hallway.
- District 109's technology resources are to be used for educational purposes only.



- Network passwords are to be used exclusively by the authorized owner of the password. Passwords should never be shared with others, nor should attempts to gain access to other passwords be made.
- Users will follow the rules of this Acceptable Use Policy (AUP) as well as all laws and FCC regulations.
- Electronic storage of files may be treated like school lockers and/or desks. Network administrators may need to review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.
- Students should not post personal information such as names, phone numbers, addresses, likes and dislikes, or any information considered personal on any public websites.
- The Internet is a largely unregulated system and contains material that may be considered inappropriate in the context of the school setting or offensive to some people. If a student gains access to inappropriate material or receives information or a message that makes him or her uncomfortable in any way, the student will immediately tell the supervising teacher or staff person.
- Students may be given the opportunity to create and publish web pages as part of a class activity. Material presented on a student's web page must meet the educational objectives of the class activity. Only those students whose Parent(s) or guardian(s) have completed and given consent on the Media Consent Form may post their work on school websites. Students whose work, likeness (photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes. All student web pages will also be password-protected.

**The following are never permitted:**

1. Threatening, harassing, insulting, or attacking others, including sending or displaying offensive messages or pictures
2. Using obscene language or substituting symbols for letters in profane words
3. Damaging computers, computer networks, or any other technology resources
4. Engaging in activities that interfere with others' use of the District's network
5. Violating copyright laws, including pictures and music
6. Plagiarizing another's work
7. Using another person's account or trespassing in others' folders, work, or files
8. Impersonating others
9. Entering unauthorized chat sites, sending or receiving personal messages
10. Joining or subscribing to any unauthorized list-serves, news groups, or other telecommunication groups
11. Using any email other than the specified ISD 109 email authorized for students; disrupting system performance by sending "spam" or chain-letter" email; using email or any telecommunications for personal reasons
12. Unauthorized access including "hacking" activities; altering of system configuration setting, including cosmetic items such as screen backgrounds, screen savers, etc.

13. Unauthorized downloading and/or installation of software, including music and video files
14. Employing the network for unauthorized commercial purposes
15. Purchasing or selling goods and services via the Internet

**Students should be aware that pranks, even if intended to be harmless, are considered serious offenses and will have consequences.**

### **Sanctions**

- Access to the District 109 Network is a privilege, not a right. Violations of any guideline, rule, policy, or regulation will result in the suspension or termination of the user's account.
- Additional disciplinary action may be determined at the building or district level in line with existing disciplinary policies and/or guidelines.
- When applicable, law enforcement agencies may be notified.

## Acceptable Use Policy Student Agreement

Student Name (Printed): \_\_\_\_\_

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

### Student Agreement:

I have read, or had read to me, the **Indian Springs Acceptable Use Policy** and understand its contents. My teachers and principal will answer any questions I have about using the Internet as part of a curriculum activity. I agree to follow the **Indian Springs Acceptable Use Policy**. I understand that if I violate the rules of this policy, my access privileges may be revoked, and school and/or legal discipline action may be taken.

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

### Parent/Guardian Agreement:

Parents and guardians should read and review the Indian Springs School District 109 Acceptable Use Policy with their children and explain the importance as well as the inherent risk of using electronic resources in any setting.

As the parent or guardian of this student, I have read the Indian Springs School District 109's Acceptable Use Policy. I understand that Internet access is for educational purposes, not for personal use or entertainment. I further understand that while student use will be monitored, School District 109 does not have control of the full range of information on the Internet. Some materials accessible to Internet users may contain information that is inaccurate or potentially offensive to some people.

I have read the **Indian Springs Network Access Policy** and agree to its terms and conditions.

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

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

**Students****Instruction – Curriculum Content**

The School District's curriculum shall contain instruction on subjects required by State Statutes and/or regulations. Furthermore, health education shall be a part of the District's curriculum.

Health education should encompass the following:

- (a) Proper nutrition,
- (b) Physical fitness,
- (c) Components necessary to develop a sound mind in a healthy body,
- (d) Dangers and avoidance of abduction, and
- (e) Age-appropriate sexual abuse and assault awareness and prevention education.

Certain topics of instruction within the health education curriculum, as determined by the Superintendent or his designee, shall incorporate a class attendance waiver option to be completed and submitted by parents/guardians.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 2015

## **Students**

### **Responsibility of Student**

Members of the Board of Education believe that students are guaranteed certain individual rights and have corresponding individual responsibilities. Members of the Board of Education, administrators, teachers and parents shall expect students to fulfill their responsibilities as students in school:

1. To become informed of and to adhere to reasonable rules and regulations established by the Board of Education and implemented by administrators and teachers.
2. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
3. To respect the rights and individuality of other students.
4. To refrain from libelous or slanderous remarks, and obscenity in visual, verbal or written expression.
5. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
6. To be punctual and present in the regular or assigned school program.
7. To refrain from behavior that materially and/or substantially disrupts the educational process.
8. To maintain the best possible level of academic achievement.

All students enrolled in Indian Springs School District No. 109 shall be required to meet the above mentioned responsibilities.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Equal Educational Opportunities for Students**

The Board of Education believes in providing equal educational opportunities for all students commensurate with their academic and social needs, abilities, learning styles, and diverse cultural backgrounds. It shall be the responsibility of the Superintendent to insure that administrators and teachers create an educational environment in which good human relations can flourish. It shall be the responsibility of the Superintendent to insure that no student be discriminated against on the basis of sex, race, color, creed, national origin, physical and/or mental handicap.

The Board of Education shall insure that recognition of the pluralistic cultures that make up our society is included in the educational program of the School District. It shall be the responsibility of the Superintendent to insure that teachers utilize appropriate teaching techniques and establish a learning environment in which these cultures afford value and dignity to each student.

Legal Reference: Illinois School Code - Chapter 122

10-22.5 Rules

22-11 Exclusion of children on account of color

27-1 Branches of education taught -

Discrimination on account of sex

Title IX of the Civil Rights Act of 1964,

72 U.S.C. 200d et seq.

Title IX of the Education Amendments of

1972, 20 U.S.C. 1681 et seq.

Rehabilitation Act of 1973, Section 504,

29 U.S.C. 794

Fourteenth Amendment, U.S. Constitution

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Sex Discrimination -Implementation of Title IX in the Instructional Program**

Members of the Board of Education and administration are aware that both federal law (Title IX of the Education Amendments of 1972) and statutes of the State of Illinois prohibit educational institutions from discriminating against students on the basis of sex. Under both federal and state statutes female and male students are guaranteed equal treatment in the following categories:

1. Access to courses (including physical education and vocational education).
2. Counseling and guidance.
3. Student services, benefits, financial aid, insurance coverage, etc.
4. Rules and regulations affecting student behavior, dress, discipline, etc.
5. Policies relating to marital or parental status.
6. Extra-curricular activities, including athletics, competitive sports, music and drama events, clubs, organizations, etc.
7. Every aspect of the educational system impacting either directly or indirectly on students.

In addition to the equal opportunity provisions listed above, it shall be the responsibility of the Superintendent and/or his designee to insure that teaching materials are free of sex bias and that in all classroom activities both sexes be treated fairly and equally. It shall be the responsibility of the Superintendent to adhere to the Title IX regulations issued by the Department of Health, Education and Welfare and to insure that a Coordinator for Title IX be identified. It shall be the responsibility of the Superintendent to insure that parents and students are informed of the name, address, and telephone number of the Title IX Coordinator. Also, it shall be the responsibility of the Superintendent to insure that a grievance procedure be established through which students and parents may present problems of suspected sex discrimination for resolution.

Legal Reference: Illinois School Code - Chapter. 122  
27-1 Branches of education taught -  
Discrimination on account of sex  
Title IX of the Education Amendment of  
1972, 20 U.S.C. 1681 et seq.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981



## **Students**

### **Sexual Harassment**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, Building Principal, Assistant Principal, or Dean of Students.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Principal, or Dean of Students for appropriate action.

Legal Reference: Title IX, 20 U.S.C. 1681 et seq.  
34 C.F. R. Part 106  
105 ILCS 5/10-22.5 and 5/27-1 [ch. 122.  
P 10-22.5 and 27-1.]  
23 Ill. Admin. Code 200.10 et. seq.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: September 21, 1993

## **Students**

### **Attendance**

All students of legal age who reside within the boundaries of Indian Springs School District 109 are eligible to attend school. The admission of pupils shall be strictly in accordance with the provisions of the Statutes of the State of Illinois. The approval of the Board of Education shall be required for the admission of all non-resident students.

Students who are between the ages of seven and sixteen (except those exempted by the Statutes) shall be required to attend school on a full-time basis. After attaining the age of sixteen, students, if in school and not in school on a full-time basis, shall attend school as required by the Statutes of the State of Illinois.

The physical presence of a pupil in school or in the custody of and under the care and supervision of a school or its authorized representative shall constitute attendance. Also, a student shall be considered to be in attendance if he is technically or actually under the jurisdiction or supervision of authorized school personnel in the following activities:

1. Being transported to school
2. Attending a game
3. Attending programs and school related activities
4. Participating in school excursions and field trips

School attendance is a responsibility of students, their parent(s) and/or guardian. Whoever has custody of a student between the ages of seven and sixteen years of age shall cause the student to attend the school the entire time the school is in session except for the following reasons:

1. The student attends an appropriate private or parochial school.
2. The student is found by a physician or psychiatrist to be physically or mentally unable to attend a regular school program.
3. The student is temporarily excused for good cause by the principal.
4. The student is necessarily lawfully employed, according to the child labor laws, with the consent of the Superintendent of the Educational Service Region.
5. The student is over twelve and under fourteen years of age and in attendance at confirmation classes.

If a student is below the age of seven or above the age of sixteen but enrolled in any of the grades 1-8, persons in custody of that student are responsible for regular attendance of the student during the regular school term.

It shall be expected that parents and/or guardians will contact the school when their children are in non-attendance. If parents do not contact the school for non-attendance of the children, it shall be the responsibility of the Superintendent to insure that parents are contacted concerning the attendance of their children.

A student must be in attendance for the entire school day in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

Legal Reference: Illinois School Code - Chapter 122  
26.1 Compulsory School Age - Exceptions  
26-2 Enrolled Pupils below 7 or over 16  
10-20.12 School Year - School Age

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

**Students****School Attendance Areas - Desegregation-Integration**

Members of the Board of Education implemented a desegregation plan in the School District in September, 1980. Members of the Board of Education believe integrated schools to be the best preparation for participation in the pluralistic society of the United States. The school population of Indian Springs School District No. 109 represents a cross section of racial, ethnic and economic groups. It shall be the responsibility of the Superintendent to provide affirmative leadership in integrating the students, curriculum, and school sponsored activities.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Establishment of School Attendance Areas**

Upon the recommendation of the Superintendent and/or his designee, it shall be the responsibility of the Board of Education to establish attendance areas within the boundaries of the Indian Springs School District No. 109. The Superintendent shall submit, on an annual basis, any and all proposed boundary changes to the Board of Education for its review and possible adoption. If feasible, the establishment of attendance areas shall provide for continuous attendance in a given school; however, it shall be the responsibility of the Board of Education to make equitable use of all school facilities.

In establishing attendance areas, it shall be the responsibility of the Superintendent and/or his designee to recommend changes and/or revisions in the boundaries of existing attendance areas to the Board of Education, which will take into consideration the prevention of segregation and the elimination of separation of children because of color, race, sex or nationality.

Attendance of a student in an attendance center other than his/her own within the School District requires the approval of the Superintendent and/or his designee on an annual basis.

Legal Reference: Illinois School Code - Chapter 122

10-21.3 Attendance Units

10-22.5 Assignment of Pupils to Schools

Non-resident Pupils – Tuition - Race Discrimination

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Factors to be Considered in Establishing Attendance Areas**

During the spring of each school year, it shall be the responsibility of the Superintendent and/or his designee to submit a report to the Board of Education concerning the status of school attendance areas of the School District.

If the Board of Education plans to modify the attendance areas of the School District, the following guidelines shall be utilized:

1. Consideration will be given to appropriate size of schools with regard to the ability to provide complete programs, instruction in specialty areas and adequate supervision.
2. Consideration will be given to the size of schools with regard to the number of students and availability of funds to provide necessary buildings.
3. Consideration will be given to the distance students must travel (and the time required traveling this distance).
4. Consideration will be given to hazards or barriers which exist between students' homes and sites of schools.
5. Consideration will be given to the prohibition of segregation as a condition of admission of any student to any school in this School District.
6. Consideration will be given to taking maximum positive measures to prevent segregation and eliminate separation of children because of color, race, sex, or nationality based on any of the above reasons without damage to the educational program or impairment to the support of the schools by the community.

7. Other factors, including community use of auditoriums, assembly areas and athletic facilities, as they may be feasible to consider, wherever they do not impair the operation of the school for its basic purpose of education will also be considered.

Legal Reference: Illinois School Code - Chapter 122

10-21.3 Attendance Units

10-22.5 Assignment of Pupils to Schools

Non-Resident Pupils – Tuition - Race Discrimination

10-20.5 Rules

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981





## Students

### Admission

Students enrolling in District 109 for the first time must present an original/certified copy of his/her birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the building principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student, in writing, that unless he/she complies within ten (10) days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within the ten-day period, the principal shall so refer the case. The principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

Every student who matriculates in kindergarten, or grade one and grade six shall be required to present evidence that he/she has had a physical examination within one year prior. Upon matriculation in Indian Springs School District No. 109, every student who enters as a new enrollee shall be required to present proof of identity and age, proof of residence, a physical and dental examination, conducted within one year prior to enrolling, as well as appropriate immunizations.

Legal Reference: Illinois School Code  
325 ILCS 55/1 et seq.  
Proof of Student Identity and Age

Legal Reference: Illinois School Code  
27-8.1 Health Examinations and Immunizations

Adopted: Board of Education  
Indian Springs School District No. 109  
November 24, 1981

Amended: Board of Education  
Indian Springs School District No. 109  
July 15, 2003

Amended: Board of Education  
Indian Springs School District No. 109  
April 21, 2009

**Students****Age of Entrance - Kindergarten or First Grade**

Any student who has attained the age of five years on or before September 1 shall be eligible to enter kindergarten at the opening of school in September of the same year. Students who have attended kindergarten elsewhere may enter upon transfer. Any student who has attained the age of six years on or before September 1 shall be eligible to enter the first grade at the opening of school in September of the same year.

It shall be the responsibility of the Superintendent and/or his designee to insure that students who apply for initial admission to the School District by transfer from non-public schools or from schools outside of the School District to be placed only after an observation and evaluation of the student by the professional staff. After such observations and evaluations have been completed, the principal will determine the final grade placement of students.

Legal Reference: Illinois School Code - Chapter 122

26-1 Compulsory School Age - Exemptions

10-20.19a Kindergarten

10-20.12 School Years - School Age

10-22.18 Kindergartens

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

5114.2 (a)

**Students**

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

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

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

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

As required by State law:

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

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the

required health forms are presented to the District. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 the physician, advanced practical nurse, physician assistant, or local health department responsible for administering the immunizations.

#### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

#### Dental Examination

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

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

Exceptions

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

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

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

Legal Reference: McKinney Homeless Assistance Act, 42 U.S.C. ss 11431 et seq.  
105 ILCS 5/27-8.1.  
410 ILCS 45/7.1 and 315/2e.  
77 Ill.Admin.Code Part 665.

Legal Reference: Illinois School Code - Chapter 122  
17-8.1 Health Examinations and Immunizations

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Amended: Board of Education  
Indian Springs School District No. 109  
Date: April 21, 2009

**Students****Communicable and Chronic Infectious Diseases**

Students who have contracted a communicable and chronic infectious disease may attend school in the regular classroom environment whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such an environment. Further, it shall be the responsibility of the Superintendent to work with a team of staff members as well as consultants from other private and public agencies, to determine whether a student who has contracted a communicable and chronic infectious disease needs to be placed in a more restrictive environment. If a student needs to be placed in a more restrictive and/or non-school environment, it shall be the responsibility of the Superintendent and/or his designee to insure that an appropriate educational program will be developed and be provided for the student. If the parents disagree with the student's alternative educational placement or program, it shall be the responsibility of the Superintendent to insure that they are offered the opportunity to submit an appeal to the Board of Education in writing within ten (10) days of their notification of the decision of the School District Review Team. Further, if appropriate, the decision regarding a student's placement or individualized educational program may also be appealed in accordance with Article 14 of The School Code and the Rules and Regulations to Govern the Administration and Operation of Special Education. The determination of whether a student with a communicable and chronic infectious disease may attend school in the regular classroom environment shall be made in accordance with established rules, regulations and procedures. It shall be the responsibility of the Superintendent to communicate and to interpret the communicable and chronic infectious disease policy, rules, regulations and procedures to members of the professional and classified staff, parents, students as well as residents of the community.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1987

**Students****Communicable and Chronic Infectious Diseases**

Rules, regulations and procedures concerning communicable and chronic infectious diseases will be followed as established by the Illinois State Board of Education, Illinois Department of Public Health, and County Public Health Department.

1. Any suspected case of a student possessing a communicable chronic infectious disease must be reported to the school nurse.
2. When a case of a communicable disease, other than a chronic infectious disease (addressed below) is suspected by a district staff member, the school nurse or the Principal shall be notified. Examples of such communicable diseases may include, but not be limited to the following: chicken pox/shingles, fifth disease, German measles, lice, measles, mumps, strep throat and scarlet fever. When it is determined that a student has contracted a communicable disease, the school nurse shall contact the student's parents and, if appropriate, request a signed release of information from the parents, which will permit the school nurse to be in direct contact with the student's physician for verification of the student's medical condition. Where a case of communicable disease is confirmed, the school nurse and the Principal shall review the medical, physical and educational status of the student, and in consultation with the student's physician and local health authorities, determine whether the student poses a significant risk of transmission of such disease to other students or staff.
  - (a) It may be necessary to provide the student who has a communicable disease with an alternative educational program or to remove the student from the school environment for a period of time. Homebound instruction shall be provided where a student's prolonged absence from school is required.
  - (b) When a student returns to school after an absence due to a communicable disease, the School District may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which requires periods of incubation, communicability, quarantine and reporting.
3. When a case of chronic infectious disease is suspected, the school nurse will notify the Principal. Examples of such chronic infectious diseases may include, but not be limited to, the following: AIDS, Chlamydia, Hepatitis A and B, Herpes Simplex (Type II), Syphilis, and Tuberculosis. After receiving notification from the school nurse, the Principal will immediately notify the Superintendent. These three individuals shall constitute the initial School District Review Team. The Superintendent will contact the

Department of Public Health, notifying them of the suspected case. The Superintendent will review the rules, regulations and procedures of the School District for chronic infectious diseases, which are in accordance with the procedures of the Department of Public Health, and request advice and/or assistance. In accordance with the confidentiality requirements, the name of the student will be revealed only to the three-member School District Review Team at this time.

4. Confirmation of the disease must be made as soon as possible.

(a) If the parents have notified the school that their child has a chronic infectious disease, the School District Review Team will request a signed release of information from the parents allowing the School District Review Team to contact the student's physician for verification.

(b) When a suspected case of chronic infectious disease is brought to the attention of a district staff member by anyone other than the parent, the school district staff member shall notify the school nurse or the principal, who shall schedule a meeting of the District Review Team to share known information. The School District Review Team will determine a course of action to be followed, which shall first be reviewed by the legal counsel for the School District. The course of action may include, but not be limited to, the following:

(1) A member of the School District Review Team may contact parents to discuss the report of suspected belief that their child may have a chronic infectious disease.

(2) The School District Review Team may request medical verification of the student's health status.

(3) The School District Review Team may request that a medical examination be completed at the expense of the School District.

(4) If the parents refuse to have the student's medical status verified, a member of the School District Review Team may contact the Department of Public Health and the Illinois State Board of Education for assistance.

(5) When it is confirmed that a student has contracted a chronic infectious disease, the Board of Education will be informed, and the School District Review Team will be expanded to include the student's physician, a local, regional, or state public health representative, the attorney for the School District, a medical consultant, if deemed necessary, and any other person the Superintendent designates the parents and the student.

(6) The expanded School District Review Team will review the medical, physical and educational status of the identified student and will make appropriate recommendations to best meet the individual needs of that student. The individual student plan will identify the student's educational program, the health related conditions of the placement, specific health instructions and any other relevant



information. Where appropriate, a referral shall be made to the Multidisciplinary Staff Team to recommend an appropriate educational placement or program for the student. The factors to be considered in determining an appropriate educational program and placement may include, but are not limited to, the following:

- (i) the risk of transmission of the disease to others;
- (ii) the health risk to the identified student;
- (iii) reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others
- (iv) the provision of educational services in the least restrictive environment

(7) Based on the individual needs of the student, the School District Review Team will determine if any other school personnel need to be notified of the student's identity. The School District Review Team will respect the student's right to privacy, and knowledge that a student has a chronic infectious disease will be confined to those persons with a direct need to know. Those persons will be provided appropriate information concerning such precautions as may be necessary and will be notified of the requirements of strict confidentiality.

(8) Under certain circumstances, it may be necessary to provide the student who has a chronic infectious disease with an alternative educational program or to remove the student from the school environment for a period of time. Certain changes in the student's health condition may require the student's temporary removal from his/her regular educational program. Re-admission should occur only upon presentation of appropriate medical documentation and after consultation with the School District Review Team. Individual health conditions permitting, a student who is removed from the school will be provided with a continuing educational program until it is determined that the student can be safely returned to the classroom. Where appropriate, the Multidisciplinary Staff Team shall be consulted to recommend an appropriate educational placement or program for the student. The School District will use its best efforts to insure that the student's educational progress is maintained.

(9) The School District Review Team will routinely monitor the health status of the student to determine if a change in the student's health condition has occurred affecting the continued risk of transmission of the disease and/or the student's educational performance.

(10) If the parents disagree with the student's alternative educational placement or program, they shall be offered the opportunity to submit an appeal to the School Board in writing within ten (10) days of their notification of the decision of the School District Review Team.

If appropriate, the decision regarding a student's placement or individualized educational program may also be appealed in accordance with Article 14 of The School Code and the Rules and Regulations to govern the administration and operation of Special Education.

5. The Superintendent will be responsible for communicating and interpreting the School Districts communicable and chronic infectious disease policy, rules, regulations, and procedures to members of the professional and classified staff, parents, students, and residents of the School District.

**Students****Instructional Materials Fee**

As instructional materials fee shall be recommended by the Superintendent and approved by the Board of Education on an annual basis and published prior to registration. The instructional materials fee shall cover a portion of the cost of workbooks and certain supplies utilized at appropriate levels of instruction and should be paid at the time of registration.

It shall be the responsibility of the Superintendent to establish appropriate procedures for parents who are financially unable to pay the full amount of the instructional materials fee at the commencement of the school year. No students shall be prohibited from attending school because of the inability of his/her parents and/or guardians to pay the instructional materials fee. Procedures for refunding instructional materials fees shall be established by the Superintendent and/or his designee.

Legal Reference: Illinois School Code - Chapter 122

28-20 Instructional Materials

10-20.13 Textbooks for children of parents unable to buy them

10-20.5 Rules

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981

**Students****Student Fees and Charges**

Student fees will be charged at the annual registration. These fees shall assist the School District in defraying non-instructional expenses. Annual fee schedules will be adopted by the Board of Education for the summer school tuition and the regular school year.

Additional charges will be assessed to parents and/or guardians of children for careless breakage of school property or loss of property. It is the responsibility of each parent and/or guardian to pay the materials fee; however, no child shall be prohibited from attending school or participating in school programs because of the inability of his/her parents and/or guardians to pay such fees.

Legal Reference: Illinois School Code - Chapter 122

28-20. Instructional materials

10-20.13 Textbooks for children of parents unable to buy them

10-20.5 Rules

10-22.33A Summer School

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981

## **Students**

### **Student Fees - Waiver**

The Superintendent will recommend to the Board for adoption what fees, if any; will be charged to the students. The Board of Education shall waive all fees assessed by the District for students whose parents/guardians are unable to afford them under this policy.

Students shall not be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges. For the purpose of this policy, "school fees" or "fees" mean any monetary charge collected by the District from a student or the parent/guardian of a student as a prerequisite to the student's participation in any curricular or extracurricular program of the District.

"School fees" include, but are not limited to, the following:

1. All charges for textbooks and instructional material
2. All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
3. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity
4. Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. Charges to participate in extracurricular activities
6. Charges for supplies required for a particular class
7. Graduation fees
8. School health services fees

"School fees" do not include:

1. Library fines and other charges made for the loss, misuse or destruction of school property

2. Charges for the purpose of class rings, yearbooks, pictures, diploma covers or similar items
3. Charges for optional travel undertaken by a school club or group of students outside of school hours
4. Charges for admission to school dances, athletic events or other social events
5. Optional community service programs for which fees are charged

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The principal determines that the student is eligible because one or more of the following factors is present:
  - Illness in the family
  - Unusual expenses resulting from fire, flood, storm damage, etc.
  - Seasonal unemployment
  - Emergency situations

Parents/guardians may obtain a fee waiver from the building principal. The parents/guardians shall submit the fee waiver form and any supporting documentation of eligibility for waiver of the student's fees to the building principal. The building principal has the authority to review the request, require submission of additional evidence, and make a determination as to eligibility for a fee waiver.

The building principal will notify the parent(s)/guardian(s) within a reasonable period of time as to whether the fee waiver request has been granted or denied. A building principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within fourteen (14) days of the denial. The Superintendent or a designee shall respond within fourteen (14) days of the receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Parents/guardians are also advised that Ill. Rev. Stat., Ch. 38, Par. 17-6 provides that supplying false information to obtain a fee waiver is a Class 4 Felony.

Questions regarding the fee waiver process should be addressed to the building principal's office.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25  
23 Ill. Admin. Code Sec. 1.245 [unenforceable]

ADOPTED: Board of Education  
Indian Springs School District No. 109  
Date: January 18, 2005

**Students****Student Insurance Program**

During the period of registration of each school year, or upon matriculation of a transfer student, the Board of Education shall afford parents and/or guardians the opportunity to participate in group accident insurance at a nominal cost, and on a voluntary basis. It shall be the responsibility of the Superintendent and/or his designee to insure that parents and/or guardians of students enrolled are informed relative to the protection afforded through the student accident insurance program. Upon the recommendation of the Superintendent, the Board of Education shall determine which company or companies shall be permitted to provide the student accident insurance program. All students who participate in athletic programs at the junior high school shall be required to possess student accident insurance through the School District or on a private basis.

Legal Reference: Illinois School Code -- Chapter 122  
22-15. Insurance on athletes  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981



## **Students**

### **Education of Homeless Children**

Each child of a homeless individual and each 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. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF: McKinney Homeless Assistance Act, 42 U.S.C. ss11431 et seq.  
105 ILCS 45/1-1 et seq.

ADOPTED: Board of Education  
Indian Springs School District 109  
Date: February 19, 2008

## **Students**

### **Migrant/Foster Students**

The Superintendent will ensure that the needs of migrant and foster children of the District are met insofar as the School District's involvement is appropriate. The Superintendent shall designate an Administrator to be the liaison for the educational needs and requirements of the District's migrant and foster students.

The School District's efforts shall:

1. Identify migrant and foster students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant and foster students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, and transportation needs, if necessary.
3. Provide migrant and foster children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant and foster children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation with regard to school district efforts.

### **Migrant/Foster Education Program for Parents/Guardians Involvement**

Parents/guardians of migrant and foster students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant education program.

Parents/guardians of migrant and foster students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF: 20 U.S.C. ss6391 et seq.  
34 C.F.R. ss200.80 et seq.  
105 ILCS 5/14B-6.

ADOPTED: Board of Education  
Indian Springs School District No. 109  
Date: February 19, 2008

REVISED: Board of Education  
Indian Springs School District No. 109  
Date: January 17, 2017

## Students

### Transportation Services

It is the intention of members of the Board of Education to maintain a transportation system with the following criteria:

#### Free Transportation services

1. Students enrolled in grades kindergarten through eight, whose residence is more than one and one-half miles as measured by determining the shortest distance on normally traveled roads or streets from the school attended, will be transported.
2. Transportation service will be offered to students who experience a serious safety hazard which has been approved by the Board of Education as well as the Illinois Department of Transportation.
3. Students who are unable to walk to school as determined by a certified physician or students who are enrolled in special education programs which are not available in the school of the attendance center where they reside, will be transported.

It shall be the responsibility of the Superintendent and/or his designee to develop a transportation schedule and to insure that this schedule is made available to parents on an annual basis. It shall be the responsibility of the Superintendent and/or his designee to inform students who utilize transportation service provided by Indian Springs School District No. 109 that they are under the jurisdiction of the School District while riding transportation vehicles.

Legal Reference: Illinois School Code - Chapter 122

29-1 Free Transportation of Pupils

29-2 Transportation of Pupils Less Than 1 1/2 miles from School

29-3 Transportation in School Districts

1407.01 Children Attending Classes in another District

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Conduct of Students While Riding Buses**

The Board of Education has a commitment to insure the safe transportation for all children riding contracted transportation services. The child's parents and/or guardians have the responsibility for supervision until the time the child boards the school bus to be transported to school and after the child departs from the school bus at the end of the school day.

It is necessary that certain standards of proper behavior be adhered to by the students while they are riding on school buses. It shall be the responsibility of the Superintendent and/or his designee to develop and to implement guidelines to insure school bus safety for all children being transported. The building principal has the responsibility to monitor and to administer the daily issues related to transportation of students attending their attendance center. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that students are suspended from riding buses, based upon recommendations of the building principals.

The Board of Education, via the administration of the Superintendent, may use visual and/or audio recordings of the interior of any/all contracted school buses while the school bus is being used for the transportation of students to and from school and school-sponsored activities. These recordings may be used by school officials, and/or their designees, and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around the school bus.

Legal Reference: Illinois School Code - Chapter 122  
10-22.6 Suspension or Expulsion of Pupils

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: March 18, 2008

**Students****School Bus and School Bus Driver Mandates**

The Superintendent will ensure that Public Act 95-0176 (School Bus Mandate) and Public Act 95-0260 (School Bus Driver Mandate) are appropriately implemented whether the school district runs its own transportation or contracts out for school transportation services.

**Public Act 95-0176**

Each school bus transporting children shall display signage on the rear of the bus stating "To Report Erratic Driving: (Designated Phone Number)", or something similar. Reports will be investigated and a follow-up communication will be made with the complainant.

**Public Act 95-0260**

School bus drivers shall, at the end of each run, turn off the ignition of the vehicle, activate the interior lights, and walk to the rear of the bus to check for children still on-board as well as articles left behind.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: April 15, 2008

**Students****Residency****I. Legal Residency,**

The right to attend Indian Springs School District 109 schools is extended to residents of the School District. Under the law, the student's residence is considered to be the home of his parent(s) or legal guardian(s). Students who move into the District to live with relatives or friends for the purpose of attending District 109 schools are not considered legal residents in the District and, therefore, cannot be admitted to its schools.

**II. Nonresident Tuition Students**

A nonresident student may be admitted to Indian Springs School District 109 upon payment of tuition, as determined by the Illinois School Code (Ch. 122, P. 10-20.12a), provided such admission will not prejudice the rights of resident students. Tuition students are admitted only upon application to and approval by the Board of Education in its sole discretion. Such application shall be addressed in the first instance to the Superintendent.

**III. Tuition Regulations**

Bills for tuition, payable by semester, must be paid in advance of the acceptance of a student's registration. The tuition charged shall in no case exceed 110% of the per capita cost of conducting and maintaining the District's schools for the preceding school year. Nonresident pupils attending school for less than the school term shall have their tuition apportioned.

**IV. Foreign Student**

Foreign students accepted into a District 109 approved foreign exchange program and subsequently accept by District 109 through a prior agreement between the two agencies may be admitted tuition-free upon establishing residence in the District (Ch. 122, P. 10-22.51).

## **V. Completion of School Term**

Students whose parents move out of the District during the academic-year may complete that school term in District 109 without payment of tuition (Ch. 122, P. 10-20.12a). This nontuition, out-of district enrollment is allowed only for the completion of the school term in which the move occurs and cannot be extended.

## **VI. Foster Homes**

In rare circumstances, it becomes necessary for students to live in foster homes, usually on a temporary basis. Students not living with their parents but placed into a foster home by a private or state agency recognized by District 109 may be allowed to attend District 109 schools on a nontuition basis.

## **VII. Military Service Obligation**

If a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, as defined by 105 ILCS 5/10-20.12 a & b, with a written request from this person, he/she may maintain his/her residency as determined prior to the military obligation.

## **VIII. Administration**

The Superintendent or his designee will administer these guidelines. Appeals may be taken to the Board of Education.

Legal Reference: Illinois School Code - Chapter 122  
 10-20.12a Legal Residency  
 10-20.12a Nonresident Tuition Students  
 10-22.51 Foreign Students  
 10-20.5 Rules

Adopted: Board of Education  
 Indian Springs School District No. 109  
 Date: August 18, 1992

Revised: Board of Education  
 Indian Springs School District No. 109  
 Date: August 15, 2000

Revised: Board of Education  
 Indian Springs School District No. 109  
 Date: April 21, 2009



## **GUIDELINES REGULATING ATTENDANCE**

### **Enrollment of Transfer Students,**

A. The following procedures will be followed in the enrollment of all transfer students:

1. Upon initial contact with the District, a registration packet will be sent to the transfer student's parent(s) or guardian(s). Included will be:

a. Information about the school (parent/student handbook, course and curricular guide and various promotional materials).

b. An explanation of the registration process.

i. Discussion of the placement testing program; and

ii. Explanation of how to arrange for testing and registration.

c. Information parent and student must bring to the registration appointment.

1. A certified copy of the student's birth certificate.

ii. Student's social security number.

iii. Unofficial transcript from previous school(s).

iv. Proof of resident in District 109:

a. Home purchase agreement or lease agreement; and

b. Utility bill(s) or utility start-up agreement.

v. If necessary, proof of court-appointed guardianship and, when the rationale for guardianship is unclear, affidavit of residence.

vi. physical examination and immunization report (these forms must be presented by the first day of student's attendance).

2. Whenever possible, the student will be tested and registered on the same day.

3. The first full day of student's attendance shall generally be the next school day after the student's registration appointment.

B. The following additional procedures will be followed in the enrollment of transfer students whose parents intend to move into District 109 but who have not yet acquired housing.

1. Nonresident parent(s) or guardian(s) who plan to reside in District 109 within 60 calendar days and who meet requirements previously set forth may enroll their children upon advance payment of 25% of the yearly per capita tuition. If the parents become residents of the District within the indicated timeline, all tuition charges shall be refunded to the parents.

2. To qualify students for enrollment in District No. 109, the parents must furnish to the Superintendent or his designee one of the following:

a. An agreement to purchase residential property in District 109, signed by seller and parents as buyer, which recites a closing date within 60 calendar days after the enrollment date.

b. A copy of an agreement with a building contractor, signed by the contractor and parents, for the construction of a dwelling in District 109 with a contract including a substantial completion date of not later than 60 calendar days after the enrollment date.

3. Upon appeal, tuition may be extended for a second 60 calendar days, with the same provisos as for the first 60 calendar days. The first 25 tuition payment, however, will not be refunded. Under no circumstances may tuition be extended beyond one full school semester.

## **II. Legal Residence**

A. A student is presumed to be a resident if his/her parent(s) or legal guardian(s), having custody and control of the student and maintain a full-time home in District 109.

B. Residence is subject to verification by any and all legal means, including night home visits. A pattern of absence from the home during such verifications will be construed as nonresidence, and the burden will rest with the parent(s) or guardian(s) to prove residence.

C. Parent(s) or guardian(s) will be notified by certified mail if the administration has questions about residency and will have seven calendar days to provide proof of residency.

D. Within seven calendar days of receipt of the residency information requested, the administration shall either:

1. provide notice to the student's parent(s) or guardian(s) of the decision concerning student's residency; or
2. request additional information. Parent(s) or guardian(s) shall be afforded five calendar days to submit the additional information requested. Upon receipt of that information, the administration shall provide notice of the decision within five calendar days.

E. Failure by the parent(s) or guardian(s) to provide satisfactory proof of residency within the time frame specified will result in withdrawal of the student from District 109. In such cases, the parent(s) or guardian(s) will be billed for tuition for the time during which the student was enrolled while a nonresident,

F. In the event the administration decides to impose such sanctions, parent(s) or guardian(s) shall be so notified by certified mail and advised of their opportunity to appeal the administration's decision to the Board of Education. Any request for an appeal must be submitted-in writing to the Superintendent within five calendars days of notification of the administration's decision. The hearing on any appeal shall be conducted by the Board or by a hearing officer appointed by the Board, who shall make a report of the hearing to the Board. The Board shall attempt to schedule the hearing and render a decision within 30 days of receipt of the request for hearing.

G. During such time as the administration is conducting the investigation and evaluating documents submitted as evidence of a student's residency, or while any appeal of the administration's decision is pending before the Board, the student shall be permitted to remain in Attendance provided that the attendance does not

**RECEIPT FOR STUDENT TUITION PAYMENT**

(Student Residency Policy #5116)

In consideration of the payment of \$\_\_\_\_\_ by \_\_\_\_\_  
to Indian Springs School District No. 109, Cook County, Illinois, on this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_, the School District hereby agrees to admit \_\_\_\_\_ for  
enrollment to the District's schools for a period of 60 calendar days commencing  
on \_\_\_\_\_, 20 and concluding on \_\_\_\_\_, 20, \_\_\_\_\_ during which period the  
student's parent/guardian agrees to establish their bona fide residence within the School  
District. If the student's parent/guardian establish their residence in the District within this  
60-day period, the \$\_\_\_\_\_ tuition payment shall be immediately refunded to them.  
If the student's parent/guardian do not establish their residence within the School District  
within this 60-day period, the \$\_\_\_\_\_ paid to the School District shall be forever  
forfeited to the District. However, the parent/guardian may apply for an additional  
extension of their child's permitted enrollment in the District's schools upon reapplication  
and payment of an additional sum to the District in accordance with the School District's  
Student Residency Policy #5116 and procedures.

Indian Springs  
School District No. 109  
Cook County, Illinois

By: \_\_\_\_\_  
Its: \_\_\_\_\_

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

**Students**

**Inter-District Agreements Provided for Educational Programs**

The Board of Education may enter into agreements with other School Districts and/or private agencies which have been approved by the State of Illinois, to provide educational services to students which cannot feasibly be provided by Indian Springs School District No. 109. It shall be the responsibility of the Superintendent and/or his designee to review and to establish these agreements on an annual basis.

Legal Reference: Illinois School Code - Chapter 122  
10-22.31a Joint Educational Programs

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **Attendance and Excuses**

For a student to receive maximum benefit from the instructional program, regular attendance is of utmost importance. Classroom attendance is primarily the responsibility of the parents and/or guardians. It shall be the responsibility of the parents and/or guardians to provide a written explanation for any absence. The Superintendent and/or his designee will refer to these written explanations to determine whether or not an absence will be considered excused.

It shall be the responsibility of the Superintendent to insure that all appropriate personnel are held accountable for maintaining accurate attendance records and for notifying the parents and/or guardians of children who are absent and for whom they have not received a proper explanation. Parents and/or guardians shall be required to contact the school whenever their child will be absent or there is a question relative to the attendance of their child.

The following definitions of absence shall prevail:

**Excused Absence:** An excused absence shall be granted for personal illness, quarantine, sickness in the family, bereavement in the family, a family emergency situation, medical or dental appointments when necessary during school time, religious holidays or functions integral to a given religion which cannot occur before or after regularly scheduled school hours, or an absence permitted with the approval of the administration. School work can be "made up".

**Unexcused Absence:** Willful or determined absence from one or more periods of the school day without the approval of the administration shall constitute an unexcused absence. Unexcused absences constitute truancy and may be referred to the county truant officer and subsequent court referral. School work cannot be "made up".

If a student is absent ten consecutive days without contact being established with parents and/or guardian, it shall be the responsibility of the principal to notify the Superintendent and/or his designee to drop the students from

5117 (b)

the attendance rolls. Also, it shall be the responsibility of the Superintendent and/or his designee to notify the Educational Service Region Office of this action.

Legal Reference: Illinois School Code - Chapter 122  
26 et seq. Pupils - Compulsory Attendance  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **Truancy**

Regular school attendance is of utmost importance for a student to receive benefit from the instructional program. Every student shall be expected to be present in each of his/her assigned classes during the school day. Unexcused absences from any class, or from part of any class, shall be considered a serious offense.

Members of the Board of Education define "truancy" as an unexcused absence from school. If a student is absent five out of thirty days, he/she will be deemed chronically or habitually truant and action will be instituted against the parents and/or guardians of the student upon the recommendation of the principal to the Superintendent and/or his designee. The following supportive services may be offered to a student who is experiencing an attendance problem:

- parent-teacher conferences
- counseling services by social workers
- counseling services by psychologists
- psychological testing
- alternative educational programs
- alternative school placement
- community agency services

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the Juvenile Officer of the local police department or the Truant Office of the Educational Service Region. The School Board, Superintendent, school district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

If the parents and/or guardians do not cause the student to attend school after they have been notified of the "truancy" by the Superintendent and/or his designee, they may be found guilty of a Class C misdemeanor.

Legal Reference: Illinois School Code - Chapter 122  
26 -t seq. Pupils - Compulsory Attendance



Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No.109  
Date: June 25, 1991

**Students****Tardiness**

Prompt attendance shall be the responsibility of the student and his/her parents and/or guardians. Because it reflects a student's concern for the rights of others, the Board of Education shall consider promptness as a necessity in school. If a student becomes chronically tardy, it shall be the responsibility of the Superintendent and/or his designee to confer with the student and his/her parents and/or guardians in an attempt to implement corrective measures.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5  
Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Releasing Students from the Building**

It shall be the responsibility of the Superintendent and/or his designee to insure that all professional employees dismiss children enrolled in their classes at the regular closing hours of the school. In cases of a disaster or other emergency, dismissal shall be at the direction of the Superintendent and/or his designee.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Children Remaining After School Hours**

If it becomes necessary for a child to remain after school closing hours, it shall be the responsibility of the Superintendent and/or his designee to notify the parents/guardians to insure that arrangements are made for him/her to reach home.

Legal Reference: Illinois School Code - Chapter 122  
10.20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students Errands**

It shall be the responsibility of the Superintendent and/or his designee to insure that members of the staff do not send students on errands if such errands remove the students from the premises of the school during regular school hours.

Legal Reference: Illinois School Code –  
Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Student Dismissal Precautions**

It shall be the responsibility of the Superintendent and/or his designee to insure that no staff member excuses any pupil from school prior to the end of the school day, or into any person's custody, without direct prior approval and knowledge of the principal. It shall be the responsibility of the Superintendent and/or his designee to insure that the principal does not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents and/or guardians. It shall be the responsibility of the Superintendent and/or his designee to insure that any additional precautions be implemented by members of the professional staff as needs arise.

Legal Reference: Illinois School Code –  
Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Released Time for Religious Instruction**

Members of the Board of Education are aware that absence for religious observance and education shall be permitted under the Statutes of the State of Illinois. It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians that a pupil over 12 and under 14 years of age will be excused from school during school hours for religious observance and education received outside the school building upon a written request signed by the parent and/or guardian of the pupil. It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians that the courses in religious observance and education must be maintained and operated by or under the control of a duly constituted religious body or of duly constituted religious bodies. The Superintendent and/or his designee shall inform parents and/or guardians that pupils must be registered for the courses and a copy of the registration filed with the administration of the school. Also, reports of attendance of pupils shall be filed with the administration of the school.

Legal Reference: Illinois School Code - Chapter 122  
26-1.4 Compulsory School Age - Exemptions

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Assignment of Students to Schools and Classes**

It shall be the responsibility of the Superintendent to work with teachers and administrators to insure that children are assigned to classes. The assignment of students to classes shall be the responsibility of the principal.

Legal Reference: Illinois School Code - Chapter 122

10-21.3 Attendance Units

10-22.5 Assignment of Pupils to Schools Non-Resident Pupils - Tuition

Race Discrimination

10-20.5 Rules

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981



**Students**

**Transfers and Withdrawals**

It shall be the responsibility of the Superintendent and/or his designee to insure that all transfers and withdrawals from the School District are recorded and that the records of students are transferred in the appropriate manner and in accordance with federal law and the Statutes of the State of Illinois.

Legal Reference: Illinois School Code - Chapter 122  
26-3a Report of Pupils No Longer Enrolled in School.  
10-20.5 Rules  
Illinois School Code - Chapter 50

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## Students

### Transfers to the School District

It shall be the responsibility of the Superintendent and/or his designee to insure that all students who enter Indian Springs School District No. 109 from another school district be required to present a transfer slip or card indicating his/her grade placement. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that every student who enters as a new enrollee be required to present a proof of birth and of residence, to possess evidence of a physical and dental examination conducted within one year prior to enrolling, as well as appropriate immunizations.

Students transferring to the District from another school district must present a Student Transfer Form (or the equivalent out-of-state form) from their previous school indicating whether or not they are "in good standing," i.e., not suspended or expelled. All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion and meet all applicable residency requirements **before** being enrolled in the District.

Legal Reference: Illinois School Code - Chapter 122  
27-8.1 Health Examinations and Immunizations

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Amended: Board of Education  
Indian Springs School District No. 109  
Date: February 20, 2007

**Students****Transfers from the School, District**

It shall be the responsibility of the Superintendent and/or his designee to insure that each student who transfers from Indian Springs School District No. 109 receives a transfer card, report card and medical records. All other records, such as cumulative record folders and/or confidential information, shall remain in the School District until a request for such material has been received from the school district to which the student has transferred. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that parents are permitted to sign a release for confidential information. It shall be the responsibility of the Superintendent and/or his designee to establish procedures to refund paid instructional materials and fees on a pro-rata basis based on use.

Legal Reference: Illinois School Code - Chapter 122  
10-20.12a Tuition for Non-Resident Pupils Illinois School Code -  
Chapter 50

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 8, 1992

**Students,****Intra-District Transfer**

Students whose parents and/or guardians move from one attendance area to another within the School District shall be required to transfer to the attendance area where the new residence is located. With the approval of the Superintendent and/or his designee, students whose parents and/or guardians move during the school year may remain in the school which they are currently attending for the balance of the school year provided that the attendance does not prejudice the rights of other students in a class. However, in such instances, the School District shall not accept responsibility for transporting these students to or from school.

Legal Reference: Illinois School Code - Chapter 122  
10-22.5 Assignment of Pupils to Schools -  
Non-Resident Pupils - Tuition - Race  
Discrimination

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

**Students**

**Attendance of a Student in another Attendance Center.**

Attendance of a student in another attendance center other than his/her own within the School District shall require the approval of the Superintendent and/or his designee on an annual basis. Regulations regarding circumstances permissible shall be available at each attendance center.

Legal Reference: Illinois School Code - Chapter 122  
10-22.5 Assignment of Pupils to Schools  
Non-Resident Pupils - Tuition - Race  
Discrimination

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

## **Students**

### **No Child Left Behind Act Transfers**

#### **I. Definitions**

For purposes of this Policy, the following terms shall apply:

"Act" shall mean Public Law 107-110, the No Child Left behind Act (January 8, 2002), as amended from time to time, and regulations promulgated pursuant thereto.

"Persistently dangerous school" shall have the meaning ascribed to it in Section 10-21.3a (b) of the Illinois School Code.

"Receiving School" means a school located in the School District that has not been identified for school improvement by the Illinois State Board of Education or any successor thereto.

"Sending School" means a school located in the School District that (I) has been identified for school improvement by the Illinois State Board of Education, or any successor thereto, and (ii) must provide public school choice pursuant to Section 1116 of the Act.

"Violent crime" shall have the meaning ascribed to it by Section 10-21.3a(c) of the Illinois School Code.

#### **II. School Improvement Transfers**

If the Illinois State Board of Education designates any of the School District's schools as not having made adequate yearly progress for two consecutive years and the School District must offer students at such school the option to transfer to another school in the School District that has not been designated as in need of school improvement under the Act, then the School District shall:

1. To the extent possible, designate, consistent with Section 21.3a(a) of the Illinois School Code, as amended from time to time, no less than two other schools to serve as Receiving Schools;
2. Provide parents and guardians of the students at the Sending School with a written notice that, at a minimum, satisfies the requirements set forth in

Section 1116 of the Act, including their option to transfer their child to one of the identified Receiving Schools and the process for exercising this option;

3. Provide parents and guardians of the students at the Sending School with 30 days, after receipt of the above-referenced notice, to make a decision as to whether to transfer their child to one of the Receiving Schools;
4. Ensure that any student that transfers to a Receiving School pursuant to this Policy is enrolled in classes and other activities at the Receiving School in the same manner as all other students enrolled at that school;
5. To the extent applicable, determine and authorize transfers in accordance with the prioritization system established by Section 1116 of the Act; and
6. Offer transportation to those students that elect to transfer to a Receiving School pursuant to this Policy, as required by and consistent with Section 1116 of the Act.

The Superintendent shall adopt procedures necessary to implement this Policy. In the event that all of the School District's schools shall be designated as Sending Schools, the Superintendent shall, to the extent practicable, seek to establish cooperative agreements with other school districts in the area so that the schools in these other school districts can accept students from the Sending Schools.

### **III. Unsafe School Transfers**

In the event that (i) the Illinois State Board of Education designates one of the School District's schools as persistently dangerous or (ii) a particular student(s) becomes the victim of a violent crime, the students at that persistently dangerous school or the particular student(s) who has become a victim, as the case may be, shall be provided with an opportunity to attend a school or schools, as designated by the Superintendent, consistent with State statutes, rules and regulations, within the School District that has or have not been designated as persistently dangerous. Notice shall be provided to parents and guardians of such students in a manner sufficient to give them a meaningful opportunity to exercise this transfer option, consistent with applicable federal and State statutes and regulations.

### **IV. Applicability**

To the extent that any other School District Policies conflict with this Policy, the terms and provisions of this Policy shall take precedence. Further, the School District shall take all reasonable steps to grant intra-District transfers authorized pursuant to this Policy before authorizing any other intra-District transfers that may be permitted by another School District Policy.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 17, 2004



**Student****Student Records**

Members of the Board of Education are aware that, in the past few years, many changes have been established in the area of student records. Both Federal Statutes and the Statutes of the State of Illinois contain much detail regarding the rights and responsibilities of students, parents and school officials pertaining to management of school records.

Legal Reference: Illinois School Code - Chapter 50  
Illinois School Student Records Act  
Education for All Handicapped Children  
Act of 1975, 20 U.S.C. 1401 et.seq.

Illinois Handicapped Child Act 122 Ill.  
Revised Stat 14-1 et.seq.

Family Educational Rights and Privacy Act  
20 U.S.C. 1232 et seq.

Adopted: Board of Education  
Indian Springs School District No, 109  
Date November 24 1981

**Students****Temporary Record of Student**

It shall be the responsibility of the Superintendent and/or his designee to insure that the temporary record of a student consists of the following:

1. All information not required to be in the student permanent record, including family background information.
2. Test scores.
3. Psychological and personality evaluations.
4. Special education files.
5. Teacher anecdotal records.
6. Record of release of temporary records.
7. Disciplinary information.
8. Other verified information of clear relevance to the education of the student.

It shall be the responsibility of the Superintendent and/or his designee to insure that the temporary record of a student be reviewed every four years for destruction of out-of-date information and that the temporary record be destroyed entirely within five years after graduation or permanent withdrawal, except that the temporary record of a handicapped student may be transferred to the custody of the parent if the information is of continuing assistance.

Legal Reference: Illinois School Code - Chapter 122  
50-4. Custodian - Permanent and temporary records  
50-2. Definitions

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24. 1981

**Students****Permanent Record of Student**

It shall be the responsibility of the Superintendent and/or his designee to insure that the permanent record of a student consists of the following:

1. Basic identifying information, including student and parent names and addresses, birth date and place, and gender;
2. Academic transcript, including grades, class rank graduation date and grade level achieved;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information;
6. Honors and awards received, and;
7. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

It shall be the responsibility of the Superintendent and/or his designee to insure that the permanent record of a student be maintained for sixty years after transfer, graduation or permanent withdrawal.

Legal Reference: Illinois School Code -- Chapter 122  
50-4. Custodian - Permanent and Temporary Records  
50-2. Definitions

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Rights of Parents and/or Guardians Relating to Student Records**

It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians annually of their rights under Federal and State of Illinois Statutes concerning student records. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that applicable district policies and procedures are implemented in regard to student records.

It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians of their rights to accomplish the following in regard to the school records of their child.

(a) Parents and/or guardians shall be informed that they may inspect and copy any and all information contained in the student's permanent and temporary record. Students have the right to inspect and copy their permanent records. The Superintendent shall insure that procedures are established to charge a small fee for copies, not to exceed thirty-five (35) cents per page. However, it shall be the responsibility of the Superintendent to insure that no parent or student be denied a copy of school student records because of their inability to pay such costs. The Superintendent shall inform administrators that within fifteen school days after the request, parents and/or guardians have the right to secure professional assistance in interpreting records.

(b) Parents and/or guardians shall be informed that they may challenge the contents of the records, except grades, by notifying the principal or records custodian of an objection to information contained in the record. If a letter of complaint is received from a parent and/or guardian, it shall be the responsibility of the Superintendent to schedule an informal conference within fifteen school days of the receipt of the letter to discuss the complaint. If the parent and/or guardian are not satisfied with the results of the conference, it shall be the responsibility of the Superintendent to establish procedures and to schedule an informal hearing by a hearing officer not employed in the attendance center in which the student is enrolled.

5119.3 (b)

(c) Parents and/or guardians may request and receive copies of records proposed to be destroyed. It shall be the responsibility of the Superintendent to notify parents of the destruction schedule for student records.

(d) Parents and/or guardians shall be informed that they may inspect and challenge information proposed to be transferred to a school outside the School District.

(e) Except in limited circumstances, no student record or information contained therein shall be disclosed or released without prior written consent of the parent.

Legal Reference: Illinois School Code - Chapter 122 50-3 Rules and Regulations  
50-5 Inspection and Access  
50-7 Challenges  
50-6 Parties Entitled to Access

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Access to Student Records**

Members of the Board of Education are aware that local, state and federal education officials have access to student records for educational and administrative purposes without parental consent. Also, student records shall be released without parental consent pursuant to a court order in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. It shall be the responsibility of the Superintendent and/or his designee to insure that parents and/or guardians are notified of the release of records because of a court order.

Members of the Board of Education are aware that no person or agency possessing access to the temporary record through the provisions of the Illinois School Student Records Act of 1976 may force a parent or student, to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Legal Reference: Illinois School Code - Chapter 122 50.5 Inspections and Access  
50.6 Parties Entitled to Access - Notice to Parents - Record of Release - Consent  
50.8 Rights Conditioned on Securing Information from Temporary Record

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Student Records Which Have Been Designated as Public Information**

Members of the Board of Education are aware that the following information has been designated by the Illinois School Student Act, 1976, as public information and shall be released to the general public, unless the parent and/or guardian requests that any or all such information not be released:

1. Name, address and gender of student
2. Grade level of student
3. Birth date and place of birth of the student
4. Names and addresses of parents
5. Student information on participation in school sponsored activities, athletics and organizations
6. Major Field of study of the student
7. Period of attendance in the school
8. Academic awards, degrees and honors

It shall be the responsibility of the Superintendent and/or his designee to insure that the requests of parents and/or guardians are respected in the above mentioned categories.

Legal Reference: Illinois School Code - Chapter 122  
50-6 Parties Entitled to Access - Notice  
to Parents - Record of Release -  
Consent

Adopted: Board of Education  
Indian Springs School District No. 109  
Date November 24, 1981

**Students****Collection. Storage. Maintenance and Control of Student Records**

It shall be the responsibility of the Superintendent and/or his designee to insure that professional and classified employees of Indian Springs School District No. 109 be assigned responsibilities in the collection of information. All classified and professional employees of the School District shall honor the trust of the person who provides information during systematic data collection, or other forms of communication, on the assumption the information will be kept confidential.

It shall be the responsibility of the Superintendent and/or his designee to insure that the following procedures are implemented:

1. Records (permanent and temporary) shall be stored in the building the student currently attends.
2. Records shall be controlled by the principal or his/her designee.
3. All records shall be stored in the computer and/or in locked files.
4. The principal and/or his designee shall review the temporary record of each student and remove outdated, inaccurate or irrelevant materials over four years old.
5. As the official custodian of records, the principal shall take all reasonable measures to prevent unauthorized access to or dissemination of school records.

It shall be the responsibility of the Superintendent to insure that the principal establishes procedures to insure that information added to a student temporary record includes the name, signature and position of the person adding such information and the date of the entry.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992



**Students****Parents and Students - Access to Records**

It shall be the responsibility of the Superintendent and/or his designee to insure that student records are made available to parents and/or guardians of a student who is seventeen years or younger within fifteen school days of the time a written request for review is submitted to the principal. All rights and privileges concerning student records which are accorded to parents shall become exclusively those of the student upon his or her 18th birthday, marriage or entry into military service. Such rights may be exercised by the student at any time with respect to his/her permanent record.

Also, it shall be the responsibility of the Superintendent and/or his designee to insure that procedures are implemented for students who are fourteen years of age or older, to be granted access to temporary student records by submitting a similar request. In accordance with the Statutes of the State of Illinois, students under the age of fourteen will be provided access to their temporary student records provided they have the written consent of their parent and/or guardian. It shall be the responsibility of the Superintendent to insure that the principal and/or his designee be present to discuss these records when they are reviewed.

Legal Reference: Illinois School Code - Chapter 122 50-5 Inspection and Access  
50-6 Parties Entitled to Access - Notice to Parents - Record of Release - Consent  
50-2 Definitions

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Confidential Communication to School Personnel**

The Statutes of the State of Illinois recognize, through a concept known as "privileged communication", that physicians, attorneys and licensed psychologists receive information from their patients or clients that is very personal. These professionals should not release that information, except as required in certain circumstances specified by the Statutes, without the permission of the patient or client. Members of the Board of Education recognize that information given by the student to a school counselor, nurse, social worker, teacher or psychologist may also be very personal; however, the only communication which is deemed confidential by law are those communications with a school psychologist, therapist, social worker or nurse providing mental health or developmental disabilities services. It shall be the responsibility of the Superintendent and/or his designee to insure that students be advised that all other school personnel do not have "privileged communication" rights. Members of the Board of Education believe that school personnel do have an obligation and a desire to keep such information confidential; however, a teacher, guidance counselor, or other school employee may be required to disclose this information under some circumstances.

Legal Reference: Illinois School Code - Chapter 122

50-6 Parties Entitled to Access - Notice

to Parents - Record of Release -

Consent

50-5(f) Inspection and Access

Mental Health and Development Disabilities Confidentiality Act, Illinois School Code - Chapter 801 et seq.

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981

**Students,**

**Student Records Available to Researchers for Statistical Purposes**

It shall be the responsibility of the Superintendent and/or his designee to insure that procedures are established to make student records available to researchers for statistical purposes; however, in such a circumstance, no student, parent and/or guardian will be personally identified in the information released.

Legal Reference: Illinois School Code - Chapter 122  
50-6 Parties Entitled to Access - Notice  
to Parents - Record of Release -  
Consent

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **Philosophy of Discipline**

Members of the Board of Education recognize that maintaining good discipline is essential to the establishment of a good teaching-learning environment. However, what constitutes good discipline, what modes of teacher operation encourage and create good discipline and what, types of punishment are best to construct a good discipline situation are issues which are difficult to delineate.

In the opinion of members of the Board of Education, the primary responsibility of the teacher is to maintain "good discipline" with expected support from the principal and other support personnel and/or agencies. It shall be the responsibility of the Superintendent to insure that the prime responsibility of the principal is to maintain an atmosphere of "good discipline" in the building and for establishing the conditions for good classroom discipline.

Members of the Board of Education recognize that the parent and/or guardian have a great deal of influence upon "good discipline" at the school and the behavior of their individual child at school. Therefore, in the opinion of the members of the Board of Education, the parents and/or guardians have the responsibility to emphasize to their child the necessity for maintaining good behavior at school, and that as parents, they are, in general, supportive of the school and the actions of the School District.

In the opinion of members of the Board of Education, the following items should be considered at various times in the attempt to maintain a good teaching-learning environment:

1. Children, as individuals, possess unique needs.
2. Parent involvement is essential for effective management of children to occur within the schools.
3. In general, effective classroom management is obtained through an organized, well-planned instructional program and positive constructive classroom climate.

4. Conferences which should be considered at various times:

- a. Student and teacher
- b. Teacher and principal
- c. Student and principal
- d. Teacher and parent
- e. Teacher, student, parent and principal
- f. Teacher and school social worker
- g. Teacher and psychologist
- h. Student and social worker
- i. Student and psychologist

5. The classroom teacher has the primary responsibility to maintain proper classroom discipline and to seek assistance through the principal when a situation warrants attention.

6. The principal has the responsibility to be aware of School District policies and of School District special service resources to be called upon as needed.

It shall be the responsibility of the Superintendent and/or his designee to establish standards of proper behavior in accordance with this policy. Members of the Board of Education are aware that the application of these standards requires proper judgment on the part of administration and staff.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **Rights and Responsibilities,**

The School Board of Indian Springs School District No. 109, in Support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The School Board of Indian Springs School District No. 109 believes also that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from the school.

#### A. Citizenship and moral responsibilities

1. Students shall respect constituted authority.

This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students?

2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.

3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.

4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

#### B. Rights

1. To attend school.

2. To express his or her opinion verbally or in writing.

3. To expect that the school be a safe place for all students to gain an education.
4. To be represented, when appropriate, by an active student government selected by free school elections.

C. Responsibilities

1. To become informed of and adhere to rules and regulations established by the School Board and implemented by District administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slander and obscenity in verbal and written expression.
4. to dress and groom in a manner that meets District standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

Legal Reference: Illinois School Code - Chapter 122  
10-22.6

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

Amended: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

**Students****Legal Action against Students and Parents**

It shall be the responsibility of the Superintendent and/or his designee to insure that students are made aware that they may subject themselves and their parents to civil or criminal liability for violent or malicious acts committed on or against school property. These acts are included in the category of violence and vandalism involving damage to property or injury to school employees or to other students.

Legal Reference: Illinois Revised Statutes Chapter 70 - Section 51

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981



**Students****Parental Responsibility Law**

Members of the Board of Education are aware that the Illinois Parental Responsibility Law provides a civil remedy to school districts, their employees, and other students for property damage or physical injury caused by willful or malicious acts of minors - those children above the age of 11 but not yet 19 years of age. Under this Statute, a parent does not have to be proven guilty of a negligent or willful act in failing to restrain the child in order to be held financially responsible for the damage caused by the child.

Legal Reference: Illinois Revised Statutes Chapter 70 - Section 51

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Juvenile Court Proceedings and Restitution**

Members of the Board of Education, as well as the professional and classified staff, are aware that the Criminal Code of Illinois defines various criminal offenses associated with violence and vandalism. Among these are the following: assault, battery, criminal trespass, theft, and criminal damage to property. Members of the Board of Education are aware that the Juvenile Court; it greatly limits the prosecution of minors under the criminal laws of Illinois; however, a minor who has violated or has attempted to violate any Federal or State Statute or municipal ordinance can be adjudicated as a delinquent minor. It shall be the responsibility of the Superintendent and/or his designee to insure that parents and/or guardians are aware' that the disposition after such an adjudication can range from commitment to the Juvenile Division of the Illinois Department of Corrections to probation conditioned upon the minor making restitution. Where probation and restitution are agreed upon or otherwise ordered, the minor will have no criminal record. It shall be the responsibility of the Superintendent to insure that parents and/or guardians are aware that upon the recommendation of the Superintendent, the Board of Education can request prosecution (as an adult) where restitution is refused. When conviction as an adult is obtained, the minor will possess a criminal record. Also, it shall be the responsibility of the Superintendent to insure that parents and/or guardians are aware that a minor can be ordered to clean up or repaint property which the student has defaced.

Legal Reference: Illinois Revised Statutes  
Chapter 37, 701 et seq. - Juvenile Court Act

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

### **Student Behavior (formerly known as *Student Discipline*)**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

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

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

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

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

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

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

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possession, controlling, or transferring a “weapon” as that term is identified in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all 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.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a district staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including “mooning”), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 5120.14, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by:  
(a) being a member; (b) promising to join; (c) pledging to become a member; or  
(d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function,

including but not limited to, conduct that may be reasonably considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

### Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.

7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with the District's School Bus Behavior/Discipline Guidelines.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 5121.2: "Suspension Procedures". A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite period not to exceed 2 calendar years in accordance with Board Policy 5121.3: "Expulsion Procedures". A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as



needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Weapons

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

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

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

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

### Re-Engagement of Returning Students

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

### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery

committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment

Adopted                      Board of Education  
                                     Indian Springs School District No. 109  
                                     Date: August 16, 1994

Amended:                    Board of Education  
                                     Indian Springs School District No. 109  
                                     Date: May 21, 2002

Amended: Board of Education  
Indian Springs School District No. 109  
Date: January 21, 2003

Amended: Board of Education  
Indian Springs School District No. 109  
Date: May 17, 2005

Reapproved: Board of Education  
Indian Springs School District No. 109  
Date: September 25, 2007

Amended : Board of Education  
Indian Springs School District No. 109  
Date: April 21, 2009

Reapproved: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 2009

Reapproved: Board of Education  
Indian Springs School District No. 109  
Date: August 16, 2011

Reapproved: Board of Education  
Indian Springs School District No. 109  
Date: August 20, 2013

LEGAL REF.: Gun-Free Schools Act. 20 U.S.C. §7151 et seq.  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot  
Program.  
410 ILCS 647/, Powdered Caffeine Control and Education Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7,  
5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12,  
5/27-23.7, 5/31-3, and 110/3.10

Amended: Board of Education  
Indian Springs School District No. 109  
Date: June 21, 2016

**Students,**

Drug, Education for students,

It shall be the responsibility of the Superintendent and/or his designee to insure that the health, character, citizenship and personality development of students is safeguarded in the schools. Since the use of controlled drugs constitutes a hazard to the positive development of students, the Superintendent and/or his designee shall accomplish the following:

1. Establish and provide for a K-8 curriculum relating to the effect of controlled drugs.
2. Establish and maintain operational procedures which exercise direction over the possible use of controlled drugs within the school system.
3. Establish and maintain operational procedures to obtain proper assistance for students using controlled drugs.
4. Establish and maintain appropriate procedures for adhering to the legal requirements relating to controlled drugs.
5. Cooperate with local police authorities and private agencies that are involved in the health of students relating to the use of controlled drugs.
6. Provide for other reasonable measures necessary to safeguard the health of students as related to the use or possession of controlled drugs.
7. Establish and maintain a continuing in-service education program for all teachers with specific emphasis on the recognition of behavior brought on by drug use and the immediate steps that should be taken to bring problems to the attention of school authorities.

Legal Reference: Illinois School Code - Chapter 122 861 et seq. Short Title 10-20.5  
Rules -- Chapter 56 1/2

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Gambling by Students**

It shall be the responsibility of the Superintendent and/or his designee to insure that students are made aware that gambling is prohibited to all students in the school, on the ' school grounds or at any activity sponsored by the school.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules  
Chapter 38, para. 28 et seq.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## Students

### Search and Seizure

In order to maintain order 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 Superintendent 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 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school

authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/.  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316  
(7th Cir., 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct.  
1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667  
N.E. 2d 1061 (Ill. App.1, 1996).  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).  
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 2015

Revised: Board of Education  
Indian Springs School District No. 109  
Date: June 21, 2016

**Students****Questioning Students by Police Authorities**

The behavior of students outside of school hours away from the school and the school grounds is generally the responsibility of parents and/or guardians rather than of schools. Therefore, the student is entitled to the guidance, assistance and protection of the parent and/or guardian when he is under suspicion of having committed misdemeanors or crimes at times or places outside the jurisdiction of the authority of the School District. It shall be the responsibility of the Superintendent and/or his designee to insure that rules are established so that police questioning of students in the schools and during school hours be undertaken only after the parents and/or guardians have been notified and permission obtained. In such instances, it shall be the responsibility of the Superintendent to insure that a school official sit in on the interview. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that the student is advised of his rights.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules  
Fifth Amendment, U.S. Constitution

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981



**Students****Student Demonstration and Strikes**

To insure the orderly process of education and business affairs connected with Indian Springs School District No. 109, and the safety of persons and property, it shall be the responsibility of the Superintendent and/or his designee to insure that procedures are established to cope with any type of disruptive demonstration on school property or within school buildings. It should be indicated that this policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning Indian Springs School District No. 109. However, since the Board of Education is required by the Statutes of the State of Illinois to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with their normal operation, it shall be the responsibility of the Superintendent and/or his designee to insure that the following steps be taken in the event of any disruption of the normal operations of the schools:

1. It shall be the responsibility of the Superintendent to insure that the disruption be immediately brought to his attention. The Superintendent and/or his designee shall have the authority to alert the police authorities.
2. The Superintendent and/or his designee shall inform students participating in the disruptive demonstration that they must attend their regular classroom assignments. The Superintendent and/or his designee shall meet with the individuals, leaders of a group, or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. The Superintendent and/or his designee shall insure that non-student demonstrators and other unauthorized persons be directed to remove themselves from school property forthwith.
4. The Superintendent and/or his designee shall be responsible to determine whether or not it is necessary for the students and staff to leave the building and school property.

5. At no time, while any demonstration is in process, shall the Superintendent and/or his designee or any school or Board personnel enter into negotiations on the issues with the protestors, either orally or in written form.
6. As soon as normal educational and business process can be resumed, the Superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests.
7. It shall be the responsibility of the Superintendent and/or his designee to inform students and/or employees participating in a disruptive demonstration on school grounds that they will be subject to suspension.

Legal Reference: Illinois School Code -- Chapter 122  
10-22.6 Suspension or expulsion of pupils  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Utilization of Corporal punishment**

Members of the Board of Education are aware that the Illinois School Code defines corporal punishment as punishment inflicted directly on the body. Members of the Board of Education, as well as of the professional and classified staff, have become informed of the potentially damaging effects of corporal punishment. It shall be the responsibility of the Superintendent and/or his designee to insure that corporal punishment not be utilized in the School District under any circumstances.

Legal Reference: Illinois School Code - Chapter 122  
24-24 Maintenance of Discipline Rules  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Dress and Grooming**

Members of the Board of Education are aware that the right of the individual student to exhibit preferred differences in dress and grooming is clearly established in the legal aspects as well as values of our society. This is a respected personal freedom which reflects the diversity of our society. Members of the Board of Education are aware that students have the right to dress and to groom themselves according to their (and their parents and/or guardians) personal taste as long as the dress and grooming does not present a health or safety hazard or disrupt the educational process. It shall be the responsibility of the Superintendent and/his designee to insure that teachers and administrators communicate with parents and/or guardians of children enrolled regarding "appropriateness" in dress and in grooming for school age children.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules  
First Amendment, U.S. Constitution

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Student Appearance Policy**

Students' appearance must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Thus, tattoos and body piercing (other than ear piercing) must be covered at school, on school grounds, at school sponsored events, and at events reasonably related to school. Students who fail to cover tattoos or body piercing will be disciplined in accordance with the District's discipline policy, up to and including suspension and/or a recommendation for expulsion.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 15, 2000

**Students****Married and/or Pregnant Students**

Members of the Board of Education recognize that students who either marry early or become pregnant outside of marriage need the counseling, health services and education available through the public schools as much or more than other students their age. It shall be the responsibility of the Superintendent and/or his designee to insure that these students receive the same educational opportunities as their Peers, which shall include access to all pertinent special services and considerations that are provided other exceptional students enrolled in the School District.

It shall be the responsibility of the Superintendent and/or his designee to insure that arrangements for attendance, homebound instruction, counseling, and placement be made in concert with the parents and - in the case of pregnant girls - their physician. Undoubtedly, the best interest of the individual student shall determine the arrangements to be made for the education of the student. It shall be the responsibility of the Superintendent and/or his designee to insure that special arrangements for attendance, promotion, graduation, etc., for married and/or pregnant students, who wish to continue and to complete their education, be implemented in an appropriate manner.

Legal Reference Illinois School Code - Chapter 122  
10-22.6a Instructions for pregnant pupils

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **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.

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

1. Fully implements and enforces each of the following:
  - a. *Harassment of Students Prohibited*. Prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression.
  - b. *Preventing Bullying, Intimidation, and Harassment*. Prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events, and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Building Principal, Assistant Building Principal, or Dean of Students.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program. This includes incorporating student social and emotional development into the District's educational program.

4. Incorporates education for school staff, as recommended by the Building Principal, Assistant Building Principal, or Dean of Students.
5. Notifies students and parents/guardians of this policy.

Legal Reference: 105 ILCS 110/3.10

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: April 15, 2014



## Students

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

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

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

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

#### Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions or expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:**

School Principal or District Assistant Superintendent

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act or reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of the policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to

school administrators, Board Members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement all Board policies, including without limitation, the following processes and procedures:
  - a. *Uniform Grievance Procedure.* A student may use this procedure to complain about bullying.
  - b. *Curriculum Content.* Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. *Student Social and Emotional Development.* Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. *Access to Electronic Networks.* The use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. *Harassment of Students Prohibited.* Prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic.
  - f. *Teen Dating Violence Prohibited.* Prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. *Student Discipline.* Prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. *Restrictions on Publications.* Prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code ss 1.240 and ss 1.280.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: September 23, 2014

## **Students**

### **Student Rights**

Members of the Board of Education recognize that it may be necessary to impose student punishment short of suspension and/or expulsion in order to maintain everyday discipline essential to a good teaching-learning environment. Therefore, detention, work punishment, verbal chastisement, in-school suspension, loss of privileges and other minor penalties may be imposed by the school administration at its discretion. Individual rights granted by the Constitution of the United States are granted to all people regardless of age, color, or creed. Students have rights as individuals. The School disciplinary procedures should not violate those rights.

The essential rights involved in disciplinary procedures stem from the concept of due process. A student may exercise his right:

- A. To know what the rules and regulations are;
- B. To know what charges are brought against him/her?
- C. To present his/her point of view and/or evidence about the charge.
- D. To have a notice of hearing on the charges;
- E. To have a counsel;
- F. To appeal a decision about the charges to a higher level;
- G. To have the charges or penalties removed from the record  
If the evidence demonstrates his/her innocence or  
Noninvolvement

In the administration of the District's Uniform Disciplinary Procedures, the student should be made to feel that his/her value as a person is not questioned although his/her behaviors are.

It shall be the responsibility of the Superintendent and/or his designee to insure that students and parents have notice of the type and kind of behavior which may be punished and that such disciplinary measures are not administered in an arbitrary, capricious or unreasonable manner.

Legal Reference: Illinois Revised Statutes  
Chapter 122, Section 10-22.6 Suspension of Pupils

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District 109  
Date: October 26, 1982

Revised: Board of Education  
Indian Springs School District 109  
Date: June 25, 1991



**Students****Basic Differences, Between Suspension and Expulsion**

Members of the Board of Education and administration are aware that the basic differences between suspension and expulsion of students are the following:

1. A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed the remainder of the school term. It should be indicated that school term is defined in the following manner:
  - a. From the first day of school for 18 weeks (approximately the third week in January).
  - b. From the end of that 18 weeks until the last day of school.
2. A student may be suspended with an informal hearing; however, a student may not be expelled until after a formal hearing has been held.
3. The Dean of Students, the assistant principal, the principal, or the Superintendent may suspend a student; however, only the Board of Education may expel a student, after considering the recommendation of the appointed. Hearing Officer.

It shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional staff students, as well as citizens of the community, are informed of these basic differences on an annual basis.

Legal Reference: Illinois School Code-Chapter122  
10-22.6 Suspension or expulsion of students

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the 2016-2017 school year.

## **Suspension Procedures**

### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;

- b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending on the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon the request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: Illinois Revised Statutes - Chapter 122  
Section 10-22.6 Suspension or Expulsion of pupils  
105 ILCS 5/10-22.6

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1991

Revised: Board of Education  
Indian Springs School District No. 109  
Date: May 19, 1998

LEGAL REF.: 105 ILCS 5/10-22.6  
Goss v. Lopez, 95 S.Ct. 729 (1975).  
Sieck v. Oak Park River-Forest High School, 807 F.Supp. (N.D. Ill.,  
E.D., 1992)

Amended: Board of Education  
Indian Springs School District No. 109  
June 21, 2016

**Students**

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

**Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and Parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: Illinois Revised Statutes - Chapter 122 Section. 10-22.6 Suspension or Expulsion of Pupils  
105 ILCS 5/10-22.6

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: May 19, 1998

LEGAL REF.: 105 ILCS 5/10-22.6(a)  
Goss v. Lopez, 95 S.Ct.729 (1975)

Amended: Board of Education  
Indian Springs School District No. 109  
Date: June 21, 2016

**Students****Alternative Educational Opportunities for Expelled Students**

In the interest of assisting students, as well as parents, members of the Board of Education desire that the administration and members of the professional staff provide alternative educational opportunities for expelled students. Undoubtedly, these alternative opportunities may include some of the following:

1. Homebound or telephone instruction
2. Reading lists
3. Alternative school environments

It shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional staff explore all alternative opportunities to offer instruction to expelled students.

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109.  
Date: November 24, 1981



**Students****Grievance Procedures for Parents .and Students**

Members of the Board of Education desire that the following procedures be established for parents and students to utilize in presenting grievances:

1. The student or the parents should discuss the matter with the person or persons - teacher and principal - directly responsible for the grievance.
2. If no satisfaction is attained, the matter should be directed to the principal of the school. If the grievance is against the principal, the Superintendent should be contacted, after talking with the principal as explained in step one of the above. If possible, the Superintendent shall establish a satisfactory solution regarding the matter.

It shall be the responsibility of the Superintendent and/or his designee to inform students and parents on an annual basis of the grievance procedures which have been established.

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
November 24, 1981

Revised: Board of Education  
Indian Springs School District 109  
October 26, 1982

**Students****Freedom of Association**

It shall be the responsibility of the Superintendent and/or his designee to inform students, parents and/or guardians on an annual basis that a public school fraternity, sorority, or secret society is declared by the Statutes of the State of Illinois to be "inimical (harmful) to the public good", and any student who joins them or tries to get other students to join is subject to suspension or expulsion. Students and parents shall be informed that the definition of a fraternity, sorority, or secret society is an organization in which the members are chosen by the membership or the organization rather than the membership being open by free choice to any qualified student. It shall be the responsibility of the Superintendent and/or his designee to insure that a public school student organization that discriminates solely on the basis of race, creed, sex, or national origin not be permitted to use school facilities for any purpose. It shall be the responsibility of the Superintendent and/or his designee to insure that in requesting the use of school facilities, all organizations be asked to submit copies of the Constitutions and/or Bylaws of their organizations, including the names of the officers of the organization, to the Office of the Superintendent for examination.

Members of the Board of Education are aware that students possess the right to form, to join, or to be associated with organizations of their choosing as long as the organizations' activities, purposes, and membership requirements do not violate State and Federal Statutes. The Board of Education has established policies and procedures for the use of school facilities by these organizations, and a public school student organization that discriminates solely on the basis of race, creed, sex, or national origin shall not be permitted to use school facilities for any purpose.

Legal Reference: Illinois Revised Statutes  
Chapter 122 - Section 31-1 to 4  
Fraternities-Sororities

Adopted: Board of Education  
Indian Springs School District No. 109 Date:  
November 24, 1981

## **Students**

### **Speech and Expression**

Members of the Board of Education are aware that the issue of free speech and expression first directed attention to the rights and responsibilities of students. In the landmark case of Tinker versus Des Moines School District, the Supreme Court of the United States decreed that:

Students in school as well as out of school are "persons" under our Constitution. They are possessed of fundamental rights which the State must respect, just as they themselves must respect their obligations to the State.

Members of the Board of Education are aware that political-expression, social expression, and expressions of criticism or dissatisfaction with the educational system and educational officials are all constitutionally protected communications, unless they cause substantial disruption to education. Members of the Board are aware that students, legally attending, the schools within the jurisdiction of the Board of Education, may express opinions, take stands, and support causes, publicly or privately. These actions shall hereinafter be referred to as "protected activities" in this policy statement. It shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional staff do not restrict the exercise of these activities within the school or on its premises except as hereinafter provided:

1. **Bulletin Boards**: It shall be the responsibility of the Superintendent and/or his designee to insure that at least one bulletin board be provided in each school for the use of students and student organizations. It shall be the responsibility of the Superintendent and/or his designee to designate that certain bulletin boards are available only for official school announcements and shall not be used by students and any material placed thereon by students shall be summarily removed. It shall be the responsibility of the Superintendent to insure that there be no prior censorship or requirement of approval of the contents or wording of notices or other communications placed on student-designated bulletin boards, and that bulletin boards designated for students may be used for school activities, out-of-school activities, or matters of general interest to students, subject to the General Limitations Section of this policy. It shall be the responsibility of the Superintendent and/or his designee to insure that all student posted notices or communications be dated and that they be removed by the proper authorities after seven days to assure full access to the bulletin board for all students.
2. **Distribution of Printed Material and Circulation of Petitions**: It shall be the responsibility of the Superintendent and/or his designee to insure that students are free to distribute handbills, leaflets, and other written material and to collect signatures on petitions concerning either school or out-of-school affairs or issues. It

shall be the responsibility of the Superintendent and/or his designee to insure that there be no prior censorship or requirement of approval of the contents of wording of materials except to the "General Limitations" section of this policy. The time of any activities under this section may be limited to certain designated times, such as periods before school commences, after dismissal or during lunch periods, if the Superintendent and/or his designee deem that such limitation is necessary in order to prevent interference with the school program. The places of activity under this section may be reasonably restricted by the Superintendent and/or his designee to permit the normal flow of traffic within the school and at exterior doors. Also, the manner of conducting activity under this section may be restricted by the superintendent and/or his designee to prevent undue levels of noise, or to prevent the use of coercion in obtaining signatures on petitions. However, members of the Board of Education realize that littering shall not be a sufficient ground for limiting the rights of students to distribute printed material.

3. Buttons: badges and armbands: Members of the Board of Education are aware that the wearing of buttons, badges or armbands bearing slogans or sayings shall be permitted in school and on school premises except as provided in the "General Limitations" section of this policy.

It shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional staff, students, parents and/or guardians are informed, on an annual basis, of the rights of students as they relate to the issue of free speech and expression. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional staff, students, parents and/or guardians are informed of the "General Limitations" as they apply to this issue. In order to insure the orderly and efficient operation of a free public school system, students' protected activities shall be subject to the following General Limitations:

- a No "protected activity" shall materially and substantially interfere with appropriate discipline in the operation of the schools located in the District,
- b No "protected activity" shall materially and substantially disrupt class work,
- c No "protected activity" shall invade the rights of other students or employees of the School District.
- d No "protected activity" shall be exercised by the use of obscenities, either oral, written or visual.
- e No "protected activity" shall be exercised by the use of libelous or slanderous statements or statements tending to expose the members of any race, color, sex, or religion to contempt or derision.
- f No "protected activity" shall be exercised by advocating a violation of Federal or State Statutes, Village Ordinances, or official school policy, but neither criticism of any law or policy nor a call for its changes or abolition shall be interfered with.
- g No printed material published pursuant to a "protected activity" shall be prepared by use of school equipment or property unless specific prior written approval is issued by the Superintendent and/or his designee. Any printed material prepared with the use of school equipment or property shall be reviewed and approved by the Superintendent and/or his designee prior to its distribution.
- h Any posted notices and printed matter circulated or distributed on or within the school premises shall bear the name of the sponsoring individual or organization. In the case of an organization, the names of two of its principal officers shall be listed.

It shall be the responsibility of the Superintendent and/or his designee to inform members of the professional staff, students, parents and/or guardians that any violation of this policy by any student may subject the student to the following disciplinary actions:

- a Any violation may be enforced by the Superintendent and/or his designee by suspension, expulsion or arrest as provided by law or by the policies, rules, and regulations of the Board of Education.
- b The first violation by any student may require a written warning by the Superintendent and/or his designee to cease and desist such alleged violation, which warning shall explain in what way the action violates this policy. A second violation shall require a written warning by the Superintendent and/or his

designee to the student to cease and to desist such alleged violation, which warning shall explain in what way the action violates this policy. It shall be the responsibility of the Superintendent and/or his designee to insure that a copy of the warning be immediately sent to the student's parents and/or guardians. Any further violation shall be deemed gross disobedience or misconduct and shall subject the student to suspension or expulsion from school, as provided by the Statutes of the State of Illinois.

- c Any printed material which violates general or special limitations, as the case may be, shall not be distributed or posted in the schools of the School District and any student distributing or posting any such material shall not be deemed to be engaged within a "protected activity" with respect to any such material.

It shall be the responsibility of the Superintendent and/or his designee to insure that this policy is applied on a non-discriminatory basis and in a manner designed to assure maximum freedom of speech and expression for students. It shall be the responsibility of the Superintendent and/or his designee to insure that there be no restraints on ideas prior to their expression, unless provided for herein.

It shall be the responsibility of the Superintendent and/or his designee to insure that no member of the professional staff interfere with protected student activities on the ground that the message may be unpopular with other students unless the "General Limitation" section of this policy are violated; and, in that event, the Superintendent and/or his designee shall take such action as is hereinabove indicated.

Whenever in the interpretation of this policy, it is necessary to determine the meaning of certain words, it shall be the responsibility of the Superintendent and/or his designee to make such determination rendering due regard to the Statutes of the United States, the State of Illinois, and applicable court decisions. It shall be the responsibility of the Superintendent and/or his designee to insure that when any petitions are presented by students to the school authorities, they first be reviewed by the principal of the school involved and that the principal shall meet with the students and endeavor to adjust any differences of opinion. It shall be the responsibility of the Superintendent and/or his designee to insure that the principal transmit a recommendation for the disposition of the petition to the Superintendent within ten (10) school days of the filing of said petition, indicating the position of the students on the issue and enclosing a copy of the petition.

It shall be the responsibility of the Superintendent and/or his designee to review the recommendations of the principal, and, if necessary, to meet with the students and endeavor to adjust any differences of opinion. If the differences of opinion are unresolved after twenty-five (25) school days from the date of filing of said petition, it shall be the responsibility of the Superintendent to forward a complete report to the Board of Education with his recommendation relative to how the issue can be resolved.

Legal Reference: Tinker vs Des Moines Independent Community  
School District No. 21, 393 U.S. 503, (1969)

Fujishima vs Board of Education, 460FF.2d 1333 (7th Cir. 1972)

Virginia St. Bd. of Pharmacy vs. Virginia  
Consumer Council, Inc. 425 U.S. 748 (1976)

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

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Members of the Board of Education are aware that political expression, social expression, and expressions of criticism or dissatisfaction with the educational system and educational officials are all constitutionally protected communications, unless they cause substantial disruption to education. Members of the Board are aware that students, legally attending the schools within the jurisdiction of the Board of Education, may express opinions, take stands, and support causes, publicly or privately. These actions shall hereinafter be referred to as “protected activities” in this policy statement. It shall be the responsibility of the Superintendent and /or his designee to insure that members of these activities within the school or on its premises except as hereinafter provided:

1. **Bulletin Boards:** it shall be the responsibility of the superintendent and /or his designee to insure that at least one bulletin board is provided in each school for the use of students and student organizations. It shall be the responsibilities of the superintendent and/or his designate that certain bulletin boards are available only for official school announcements and shall not be used by students and any material placed thereon by students shall be summarily removed. It shall be the responsibility of the Superintendent to insure that there be no prior censorship or requirement of approval of the contents or wording of notices or other communications placed on student-designated for students may be used for school activities, out-of-school activities, or matters of general interest to students, subject to the General Limitations Section of this policy. It shall be the responsibility of the Superintendent and/or his designee to insure that all student posted notices or



Communications is dated and they be removed by the proper authorities after seven days to assure full access to the bulletin board for all students.

2. **Distribution of Printed and Circulation of Petitions:** It shall be the responsibility of the Superintendent and /or his designee to insure that students are free to distribute handbills, leaflets, and other written material and to collect signatures on petitions concerning either school or out of school affairs or issues. It shall be the responsibility of the Superintendent and/or his designee to insure that there be no prior censorship or requirements of approval of the contents of wording of materials except to the “General Limitations” section of this policy. The time of any activities under this section may be limited to certain designated times, such as periods before school commences, after dismissal or during lunch periods, if the Superintendent and/or his designee deem that such limitation is necessary in order to prevent interference with the school program. The places of activity under this section may be reasonably restricted by the Superintendent and/or his designee to permit the normal flow of traffic within the school and at exterior doors. Also, the manner of conducting activity under this section may be restricted by the Superintendent and/or his designee to prevent undue levels of noise, or to prevent the use of coercion in obtaining signatures on petitions. However, members of the Board of Education realize that littering shall not be a sufficient ground for limiting the rights of students to distribute printed material.
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It shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional staff, students, parents and /or guardians are informed, on an annual basis, of the rights of students as they relate to the issue of free speech and expression. Also, it shall be the responsibility of the Superintendent and or /his designee to insure that members of the professional staff, students, parents and/or guardians are informed of the General Limitations as they apply to this issue. In order to insure the orderly and efficient operation of a free public school system, students, protected activities shall be subject to the following General Limitations:

- a. No “protected activity” shall materially and substantially interfere with appropriate discipline in the operation of the schools located in the District.
- b. No “protected activity” shall materially and substantially disrupt class work.
- c. No “protected activity shall invade the rights of other students or employees of the School District.
- d. No “protected activity” shall be exercised by the use of obscenities, oral, written, or visual.
- e. No “protected activity shall be exercised by the use of libelous or slanderous statements or statements tending to expose the members of any race, color, sex, or religion to contempt or derision.
- f. No “protected activity” shall be exercised by advocating a violation of Federal or State Statues, Village Ordinances, or official school policy, but neither criticism of any law or policy nor a call for its changes or abolition shall be interfered with.
- g. No printed material published pursuant to a “protected activity” shall be prepared by use of school equipment or property unless specific prior written approval is issued by the Superintendent and/or his designee. Any printed material prepared with the use of school equipment or property shall be reviewed and approved by the Superintendent and/or his designee prior to its distribution.
- h. Any posted notices and printed matter circulated or distributed on or within the school premises shall bear the name of the sponsoring individual or organization. In the case of an organization, the names of two of its principal officers shall be listed.

It shall be the responsibility of the Superintendent and /or his designee to inform members of the professional staff, students, parents, and or guardians that any violation of this policy by any student may subject the student to the following disciplinary actions:

- a. Any violation may be enforced by the Superintendent and/or his designees by suspension, expulsion or arrest as provided by law or by the policies, rules, and regulations of the Board of Education.
- b. The first violation by any student may require a written warning by the Superintendent and/or his designee to the student to cease and to desist such alleged violation, which warning shall explain in what

way the action violates this policy. A second violation shall require a written warning by the Superintendent and /or his designees to the student to cease and to desist such alleged violation, which warning shall explain in what way the action violates this policy. It shall be the responsibility of the Superintendent and his designee to insure that a copy of the warning be immediately sent to the student's parents and/or guardians. Any further violation shall be deemed gross disobedience or misconduct and shall subject the student to suspension or expulsion from school, as provided by the Statutes of the State of Illinois.

- c. Any printed material which violates general or special limitations, as the case may be, shall not be distributed or posted in the schools of the School District and any student distributing to be engaged within a "protected activity" with respect to any such material.

It shall be the responsibility of the Superintendent and/or his designee to insure that this policy is applied on a non-discriminatory basis and in a manner designed to assure maximum freedom of speech and expression for students. It shall be the responsibility of the Superintendent and/or his designees to insure that there be no restraints on ideas prior to their expression, unless provided for herein.

It shall be the responsibility of the Superintendent and/or his designee to insure that no member of the professional staff interfere with protected student activities on the ground that the message may be unpopular with other students unless the "General Limitation" section of this policy are violated: and, in that event, the Superintendent and /or his designees shall take such action as in hereinabove indicated.

Whenever in the interpretation of this policy, it is necessary to determine the meaning of certain words, it shall be the responsibility of the Superintendent and /or his designee to make such determination rendering due regard to the Statutes of the United States the State of Illinois, and applicable court decisions. It shall be the responsibility of the Superintendent and/or his designees to insure that when any petitions are presented by students to the school authorities, they first be reviewed by the principal of the school involved and that the principal shall meet with the students involved and that the principal shall meet with the students and endeavor to adjust any differences of opinion. It shall be the responsibility of the Superintendent and/or his designee to insure that the principal transmit a recommendation for the disposition of the petition to the Superintendent within 10 school days of the filing of said petition, indicating the position of the students on the

Issue and enclosing a copy of the petition. It shall be the responsibility of the Superintendent and /or his designee to review the recommendations of the principal, and if necessary, to meet with the students and endeavor to adjust any differences of opinion. If the differences of opinion are unresolved after 25 school days from the date of filing of said petition, it shall be the responsibility of the Superintendent to forward a complete report to the Board of Education with his recommendation relative to how the issue can be resolved.

Legal Reference: Tinker vs. Des Moines Independent Community school District  
No. 21, 393 U.S. 503 1969

Fujishima vs. Board of Education, 460FF.2d 1333 (7<sup>th</sup> Cir.1972)

Virginia St.Bd. of Pharmacy vs. Virginia Consumer Council, Inc.  
425 U.S. 748 (1976)

Adopted: Board of Education  
Indian Springs School District No.109  
Date: November 24, 1981

**Students.****Student Publications**

Members of the Board of Education are aware that independent publications of students may be distributed in the school at the place and time established by the Superintendent and/or his designee for promotional booths, ticket sales, etc. It shall be the responsibility of the Superintendent and/or his designee to insure that the distribution of such publications. Not be prohibited unless they can reasonably forecast that the publication and distribution of the paper to the students would substantially and materially disrupt the educational process. It shall be emphasized that offensive statements, controversial articles, or critical remarks about school officials do not necessarily constitute a disruption of educational activity. The expression of controversial or critical viewpoints is protected by the First Amendment of the United States Constitution.

Legal Reference: Scoville vs. Board of Education of Joliet Township High School  
District, 425 F.2d 10 (7th Cir. 1970)

Jacobs vs. Board of School Commissioners,  
490 F.2d 601 (7th Cir. 1973), reversed on grounds  
of moot ness, 420 U.S. 128 (1975)

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

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

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

**Discipline of Special Education Students**

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

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: March 17, 2009

**Students****Activities**

Members of the Board of Education believe that student activities are a vital part of the total educational program and they shall be utilized as a means of developing wholesome attitudes, good human relations, as well as knowledge and skills. To develop the potentialities, talents and maximum growth of each student, the Board of Education is cognizant of its obligation to provide student activities which promote the individual physical, social and emotional well being of each student.

It shall be the responsibility of the Superintendent and /or his designee to insure that all student activities are organized. The Superintendent and/or his designee shall provide adequate supervision, administer student finances and approve all student activities with the assistance of delegated members of the professional staff.

A parent and/or guardian may request in writing that a student from their family be excused from certain types of student activities for religious or physical reasons.

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Selling to Students - Selling to Staff**

The Superintendent and/or his designee shall insure that no member of the staff sells to pupils any goods or equipment of any kind or render any commercial service to the School District on a personal commission basis.

Also, it shall be the responsibility of the Superintendent and/or his designee to inform parents and students that they are not to sell to teachers any goods or equipment of any kind, or render any commercial service to members of the classified and/or professional staff on a commission basis.

Legal Reference: Illinois School Code - Chapter 122

10-20.5 Rules

28-19 Penalty for Demanding or Receiving Money,  
Promise or Thing of Value

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981



**Students****Activities Held Outside Indian Springs School District No. 109**

When students are under the jurisdiction of the school the Superintendent and/or his designee shall insure that student groups whose activities are held at locations other than in Indian Springs School District No. 109 shall be properly supervised.

Any group of students, such as athletic teams, musical organizations, cheerleaders and speech drama groups, representing Indian Springs School District No. 109, while performing at a location other than their own school, shall conform to the same standards of dress and behavior expected in Indian Springs School District No. 109.

All students representing Indian Springs School District No. 109 and participating in a group activity at a location beyond the boundaries of the School District must use the transportation provided for the group, both in movement to the destination and for the return trip to Indian Springs School District No. 109.

Any exceptions to this policy shall be approved by the Superintendent and/or his designee.

Legal Reference: Illinois School Code -- Chapter 122  
10-22.34a Supervision of Non-Academic Activities  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Student and Community Involvement**

Members of the Board of Education are aware that students, as recipients of educational services and programs, and parents and community members, as supporters of the school system, evaluate the quality and effectiveness of those programs and services offered by Indian Springs School District No. 109. Members of the Board of Education realize that each community shares with the State the responsibility for educating its citizens.

Traditionally, public school education in the State of Illinois has adhered to the concept of local control of schools. It shall be the responsibility of the Superintendent, as well as members of the Board of Education, to ensure that the educational program is responsive to the needs of the community. It shall be the responsibility of the Superintendent to recommend avenues of involvement in the governance of Indian Springs School District No. 109 for all segments of the community and that pupils and parents avail themselves of these avenues for affecting school policy.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Student Organizations and Clubs**

In the opinion of members of the Board of Education and administration, student activities and organizations which accomplish the following criteria shall be regarded as a vital part of the total educational program:

1. Extend and reinforce the instructional program
2. Render students practice in democratic self-government
3. Develop student morale and support for the school
4. Honor outstanding student achievement
5. Provide wholesome social and recreational activities

It shall be the responsibility of the Superintendent to insure that the administrators and members of the professional staff organize all student activities and organizations. It shall be the responsibility of the Superintendent and/or his designee to provide adequate supervision, to administer student finances, and to approve all students activities and organizations with the assistance of delegated members of the professional and classified staff.

It shall be the responsibility of the Superintendent and/or his designee to insure that no club or other student organization be established unless it has the approval of the Office of the Superintendent.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students.****Solicitation by students**

All solicitation by students under the sponsorship of the school, whether for profit or charity, shall be prohibited unless such solicitation has the prior approval of the Superintendent and/or his designee. All door-to-door solicitations by students shall be prohibited.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Meetings and Social Events**

Members of the Board of Education are aware that well managed meetings and social events support the goals of the educational program of Indian Springs School District No. 109. Undoubtedly, parents and/or guardians expect their children to learn and to feel at ease in appropriate social situations; therefore, parties, dances, teas and comparable social events have an important place in a well-rounded educational program. It shall be the responsibility of the Superintendent and/or his designee to approve the time, place and function of all meetings and social events and to insure that these meetings and social events will be supervised in the appropriate manner by members of the professional and classified staff as well as citizens of the community.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Management of Student Activity Funds.**

It shall be the responsibility of the Superintendent and/or his designee to insure that a student activity fund be established and be managed in the appropriate manner at each school in Indian Springs School District No. 109. It shall be the responsibility of the Superintendent and/or his designee to insure that all student activity funds are audited on an annual basis. It shall be the responsibility of the Superintendent and/or his designee to insure that projects for the raising of student activity funds contribute to the educational experience of students and that these projects not conflict with, but augment, the instructional program. It shall be the responsibility of the Superintendent and/or his designee to insure that student activity funds be used to finance extra-curricular school activities and/or materials which augment, but not replace, the activities provided by the community.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students,****Behavior at Athletic and Extra-Curricular School events**

It shall be the responsibility of the Superintendent and/or his designee to make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten days notice of the violation is given such person and a hearing had thereon by the Board of Education pursuant to its rules and regulations.

The Superintendent and/or his designee may sign complaints as agents of the school against persons committing any offense at school events.

Legal Reference: Illinois School Code - Chapter 122  
24-24 Maintenance of Discipline

Adopted: Board of Education  
Indian Springs School District 109  
November 24, 1981

**Students****Participation in Athletic\***

In the opinion of members of the Board of Education, athletic games and activities shall be considered an integral part of the basic curriculum for all children enrolled in Indian Springs School District No. 109. Such activities offered during the school day shall be required and those offered after regular school hours are optional. In the after school athletic program, the emphasis shall be upon intra-mural activities in the elementary schools. It shall be the responsibility of the Superintendent to insure that interschool athletic events are held only on the junior high school level. It shall be the responsibility of the Superintendent and/or his designee to insure that equal time is rendered to the intra-mural program for athletic events for both boys and girls. Variations may be made on the basis of the number of participants, rather than on sex. Members of the Board of Education desire that the emphasis be upon a wide offering of athletic activities in the intra-mural program.

Legal Reference: Illinois School Code - Chapter 122

27.5 Physical education and training

27.6 Courses in physical education -  
Special Activities

27.7 Purposes of courses in physical education and training - Courses of instruction  
Title IX of the Education Amendments of 1972. 20 U.S.C. 1681 et seq.

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981



**Students****Exclusion from Physical, Education**

Members of the Board of Education are aware that the Statutes of the State of Illinois require that pupils be engaged daily during the school day in courses of physical education and health instruction for such periods as are compatible with the optimum growth and development needs of each individual child at various age levels. All students shall be required to take physical education. It shall be the responsibility of the Superintendent and/or his designee to insure that exceptions to this policy shall be made only upon the written request of a physician indicating that for the safety and health of the child, it would be better that the student is excused from physical education classes. It shall be the responsibility of the Superintendent and/or his designee to insure that such requests are placed on file. It shall be the responsibility of the Superintendent and/or his designee to insure that parents and/or guardians are informed that, in situations where a student is returning from an illness or injury), they may be excused from physical education classes by the school nurse, if the nurse is of the opinion that it is desirable for the health of the student. It shall be the responsibility of the Superintendent and/or his designee to insure that no student be excused for more than five days without a specific request for such extension by a physician.

Legal Reference: Illinois School Code - Chapter 122  
27-6, 27-7 Daily course required, enforcement

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Student Awards and Scholarships**

It shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional staff develop and maintain a set of criteria and procedures for presenting letters of other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the Indian Springs School District No. 109 shall be established. It shall be the responsibility of the Superintendent and/or his designee to insure that all honors and awards presented to the students by Indian Springs School District No. 109 shall serve as an incentive to enrichment of their educational program and stimulation to their level of thinking and living. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that all honors, awards, and scholarships presented by Indian Springs School District No. 109 be awarded strictly on the merits of the students receiving them.

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Student Volunteers**

Members of the Board of Education encourage utilization of student volunteers in the educational program, such as: student librarians, student office helpers, etc. However, it shall be the responsibility of the Superintendent and/or his designee to insure that student volunteers are capable of carrying out the additional load without endangering their academic achievement. Therefore, it shall be the responsibility of the Superintendent and/or his designee to insure that all student volunteers be informed that they are expected to maintain their grades, meet all class requirements, and recognize that the activity to which they are volunteering their services is secondary to their primary goal of receiving an education.

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Student Safety Patrols**

It shall be the responsibility of the Superintendent and/or his designee to insure that safety patrols are organized in elementary schools where necessary to promote the safety for all grade school children. It is the desire of members of the Board of Education that the school safety patrol program be implemented through the cooperation of the Chicago Motor Club and the local police department. It shall be the responsibility of the Superintendent and/or his designee to insure that procedures are established to initiate and to supervise the safety patrol program in each school.

Legal Reference: Illinois School Code - Chapter 122 10-22.28 School safety patrol

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **NCLBA: Student Surveys**

#### **I. General**

The School District shall comply with all privacy rights and maintain the confidence of all student records in accordance with the Illinois Schools Student Record Act, 105 ILCS 10/1 et seq., and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g).

#### **II. Surveys**

##### **A. Threshold Standard for Requesting Personal Information**

Any survey requesting personal information from students, as well as any other instrument used to collect personal information from students, shall only be administered if, in the opinion of the Superintendent or designee, the survey advances or relates to the School District's educational objectives or serves a legitimate marketing or business purpose. The need for such a determination shall apply to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

##### **B. Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to students, the students' parents and guardians shall be given notice that they may inspect the survey or evaluation upon request to the School District. This section applies to every survey that is created by a person or entity other than a School District official, staff member or student, regardless whether the student answering the questions can be identified and regardless of the subject matter of the questions.

The Superintendent shall establish procedures implementing this Section II.B., including reasonable timeframes for granting the request of a parent or guardian to inspect any third party survey.

##### **C. Survey Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent or 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 or guardian; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey that contains any of the above items may not be administered without the prior written consent of the students' parents or the student if he or she is at least 18 years of age or emancipated. Further, students' parents and guardians shall be given notice that they may inspect any survey that contains items related to one or more of the above topics upon request to the School District.

The Superintendent shall establish procedures implementing this Section II. C., including reasonable timeframes for granting the request or any parent or guardian to inspect any such survey and a process for securing any necessary parental consent.

### **III. Instructional Material**

Students' parents or guardians may inspect, upon request, any instructional material used as part of their children's educational curriculum within a reasonable time of making such a request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

The Superintendent shall establish procedures implementing this Section, including a mechanism for informing parents and guardians of their rights under this Section.

### **IV. Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include hearing, vision or scoliosis screenings.

that: The above paragraph does not apply to any physical examination or screening

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification; or
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

#### V. Collection of Personal Information from Students for Marketing

For purposes of this Section, the term "personal information" means individually identifiable information including: (i) a student or parent's first and last name, (ii) a home or other physical address (including street name and the name of the city or town), (iii) a telephone number, or (iv) a Social Security identification number.

##### A. Parental Notice and Right to Refuse

Before a school official or staff member administers or distributes to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information (or otherwise providing that information to others for that purpose), students' parents and guardians shall be informed that they may:

1. Inspect, upon request, the survey or instrument; and
2. Refuse to allow their child to participate in the survey or activity.

##### B. Exceptions

The requirements of Section V.A. do not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary educational recruitment or military recruitment;
2. Book clubs, magazines and programs providing access to low-cost literary products;

Curriculum and instructional materials used by elementary schools and secondary schools;

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.

#### C. Duties of Superintendent

The Superintendent shall establish procedures implementing this Section, including a mechanism for informing parents and guardians of their rights under this Section.

#### VI. Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents and guardians of all students in the School District of the followings;

1. The existence of this Policy as well as its availability upon request from the School District Administration Office;
2. The procedures for opting their child or ward out of participation in any or all of the activities, as permitted by this Policy;
3. The approximate dates during the school year when a survey requesting information covered by Sections II.C. or II.F. or Section V is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this Policy.

This notification shall be given parents and guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this Policy. The notification may be contained in the School District's Student Handbook.

The rights provided to parents and guardians in this Policy transfer to the student when the student turns 18 years old. or is an emancipated minor.

No student shall be penalized because his or her parents elected to exercise any right granted to them by this Policy.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 1, 2004



## **Students**

### **NCLBA: Title I Parent Involvement**

The School District shall maintain programs, activities and procedures for the involvement of parents and guardians of students receiving services, or enrolled in programs, under Title I of the Elementary and Secondary Education Act.

### **Development of District-level Parent Involvement Initiatives**

The Superintendent; or designee, shall develop, in consultation with the parents and guardians of students receiving services from or enrolled in programs supported with federal funds under Title I policies and initiatives to foster the ongoing involvement of these parents and guardians in the planning, review, and improvement of programs under Title I, including the planning, review and improvement of this parental involvement policy. These initiatives shall include methods by which parents can support the curriculum and instruction provided by the school district in order to help students meet the State's academic achievement standards. The Superintendent or designee shall develop procedures for the development of these initiatives.

### **Development of School-level Parent Involvement Initiatives**

For each school that operates a program supported with federal funds under Title I, the Principal of each such school, or his or her designee, shall develop with the parents and guardians of students served by such program a school-parent-student compact that outlines how parents and guardians, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The school-parent compact shall include:

1. a process for continually involving parents and guardians in the development and implementation of the parental involvement policy;
2. a statement of how parents and guardians, the school staff, and students share the responsibility for improved student achievement;
3. the means by which the school and parents and guardians will build and develop a partnership to help children achieve the State's academic standards; and
4. a statement of the method by which the school policy will be distributed to parents and guardians of students receiving services or enrolled in programs under Title I

### **Annual Parent Involvement Meeting**

Each building Principal or designee shall convene an annual meeting for all parents and guardians of students receiving services, or enrolled in programs, supported by Title 1 of the Elementary and Secondary Education Act. At this meeting, parents and guardians shall be informed of their school's participation in the Title I program and their right to be actively involved in the program. Each building principal or designee shall develop procedures to facilitate this annual meeting and guidelines to determine the meeting's agenda.

To the greatest extent possible, both the School District and the individual schools will provide opportunities for the participation of parents and guardians with limited English proficiency or disabilities in the programs and initiatives developed under this Policy.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 17, 2004

**Students****Safety and Welfare, of, Students**

The safety and welfare of all students is the utmost concern of members of the Board of Education. In an effort to assure the safety of all children while attending school or while under school supervision, it shall be the responsibility of the Superintendent and/or his designee to develop clear and understandable safety rules and to distribute these rules to students and parents and/or guardians on an annual basis. It shall be the responsibility of the Superintendent and/or his designee to insure that the prudent supervision of all children be maintained through the employment and scheduling of professional and classified members of the staff. Safety standards shall be adhered to on all property of the School District and at all school sponsored functions. The School District shall be responsible for pupils while they are on school premises.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5. Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Student****Student Safety**

It shall be the responsibility of the Superintendent and/or his designee to establish procedures to insure the safety of students through prudent supervision of students in all school buildings and grounds. To this end, it shall be the responsibility of the Superintendent and/or his designee to accomplish the following:

1. Maintain a safe school environment (safety experts shall be called in periodically to inspect the physical condition of all buildings and grounds.)
2. Observation of safe practices on the part of professional and classified personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
3. Offer safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education.
4. Provide, through the services of the school nurse/health aide, first aid care for students in case of accident or sudden illness.

In addition to the above safety measures, it shall be the responsibility of the Superintendent and/or his designee to establish procedures whereby school personnel realize that they must be constantly on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. It shall be the responsibility of the Superintendent to inform school personnel that they must notify the police authorities if the circumstances seem to warrant it. School personnel shall instruct students not to accept gifts or automobile rides from strangers, and the students shall be instructed to inform teachers, their parents and/or guardians, police or school patrols of any suspicious strangers.

Legal Reference: Illinois School Code - Chapter 122 27-17 Safety education

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

**Students****Student Illness and Injuries at School**

It shall be the responsibility of the Superintendent and/or his designee to establish the following procedures to be implemented when a student becomes ill and/or injured at school:

1. An effort shall be made by professional and/or classified personnel to contact parents and/or guardians of the student for information and instructions.
2. An emergency care authorization shall be on file in the Administrative Office.
3. If the parent and/or guardian cannot be contacted and the illness or injury is determined to be serious enough to require medical attention, the professional and/or classified personnel in charge shall arrange for the student to be taken to a physician or to a hospital for treatment. The implementation of this action on the part of school personnel shall not obligate the personnel of the schools to assume financial responsibility for the treatment of the student.
4. When a minor illness occurs, the student shall be referred to the school nurse. If the nurse is of the opinion that the child should be taken home, the nurse shall contact the parent and/or guardian and make suitable arrangements.

It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians of these procedures on an annual basis.

Legal Reference: Illinois School Code - Chapter 122 10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Accidents to Students**

It shall be the responsibility of the Superintendent and/or his designee to insure that all accidents occur on school property or during school activities is reported to the proper authority as soon as possible.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Illness - Communicable Diseases**

It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians of the Statutes of the State of Illinois regarding illness and communicable diseases. Parents and/or guardians must be informed that any student, who has contracted a communicable disease or is living in a home where such disease exists, shall not attend school until the quarantine requirements of the health authorities have been complied with and the attending physician certifies that the student may return to school. It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians that a permit to re-enter school, signed by a physician, shall be presented to the nurse before such student may return to school.

Legal Reference: Illinois School Code - Chapter 122  
27-8.1 (1) Health examinations and immunizations

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Student Use of Bicycles.**

It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians that students may ride bicycles to school providing that they adhere to safety guidelines established by the Illinois Secretary of State and local ordinances. It shall be the responsibility of the Superintendent and/or his designee to inform students that they shall walk the bicycle while on school grounds and shall park the bicycle at the area(s) designated by the administration. It shall be the responsibility of the Superintendent and/or his designee to establish guidelines, including the age of grade levels of students allowed to ride bicycles to school as deemed necessary for the safety and welfare of all students.

Also, it shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians that students parking bicycles on school property must be responsible for locking their bicycles and that the Board of Education and/or employees of Indian Springs School District No. 109 do not assume any responsibility for the security of bicycles parked on school property. It shall be the responsibility of the Superintendent and/or his designee to inform parents and/or guardians that the privilege of riding a bicycle to school may be denied to any student who fails to follow established guidelines.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981



**Students****Safety Education**

It shall be the responsibility of the Superintendent and/or his designee to develop a comprehensive program of safety education for students. Within the program of safety education, it shall be the responsibility of the administration, as well as members of the professional staff, to insure that considerable time be expended on explaining to students the dangers of hitch-hiking and accepting gifts from strangers.

Legal Reference: Illinois School Code - Chapter 122  
27-17 Safety education

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Health Education**

It shall be the responsibility of the Superintendent and/or his designee to establish the following objectives for the school health program:

- I. General and specific health education
2. Health appraisal
3. Health counseling and follow-up of health problems
4. Adjusting programs to individual student health needs
5. Prevention and control of communicable diseases
6. Care of emergency illness or injury

It shall be the responsibility of the Superintendent and/or designee to insure that the school nurse shall re-admit to school, students who return after periods of extended illness.

Legal Reference: Illinois School Code - Chapter 122  
27-11 Instruction on diseases 27-17 Safety education  
27-8.1 Health examinations and immunizations  
861 et seq. Short title

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Disaster Planning**

In the operation of schools, the safety of human lives is a primary concern to members of the Board of Education. To provide for the maximum safety of all individuals, appropriate plans shall be prepared by the Superintendent and/or his designee to include all possible types of disasters - natural, man-made, non-military and military. Such plans shall include procedures for using warning signals, evacuating buildings, sending children home, giving first aid treatment, staff training, and safety education for students, staff and parents.

Legal Reference: Illinois School Code - Chapter 122

10-20.22 Fire drill programs

10-20.23 Tornado protection program 27-17 Safety education

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981

## **Students**

### **Employment of Students - Issuance, of Work Permits**

Members of the Board of Education are aware that child labor laws are established by the federal, state and local governments to protect the educational opportunities of minors. Also, these same Statutes prohibit the employment of minors in certain jobs and work settings which may be detrimental or hazardous to their health and well-being. Federal and State Statutes specify permissible kinds and hours of work according to age. In general, these statutes provide that no minor children under sixteen, except in certain limited circumstances, may be employed. However, minors between 14 and 16 may be employed outside school hours and during school vacations but not in dangerous occupations. There are special rules relating to agricultural occupations. Of course, these laws do not apply to employment of a minor outside school hours in and around a home as long as the work is not connected to a business.

Members of the Board of Education are aware that the Illinois Department of Labor assigns responsibility to the local school administration for the issuance of work permits to students. It shall be the responsibility of the Superintendent and/or his designee to insure that prospective employers of any student provide the school with a description of the working conditions and other information. It shall be the responsibility of the Superintendent and/or his designee to review the Child Labor Laws prepared by the Illinois Department of Labor to determine whether or not the employment being considered is within the Statutes specified before a work permit is issued or denied. It shall be the responsibility of the Superintendent and/or his designee to deny issuance of a work permit to any student whose school achievement would be adversely affected by after school employment. Furthermore, the principal of the school attended by a working minor may ask for the revocation of a permit if he/she believes the employment is interfering with the best physical, intellectual or moral development of the minor.

Legal Reference: Illinois School Code - Chapter 48  
31.1 et seq - Employment

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Publication of Student Addresses and Telephone Numbers**

Members of the Board of Education are aware that school "directory information" on students, such as that normally used in school yearbooks, athletic, musical and dramatic publications, honor rolls, etc. shall be released to the general public in accordance with the provisions of Policy 5119.5. This information normally includes: name and address, date and place of birth, major field of study, weight and height, degrees and awards received, and previous schools attended.

It shall be the responsibility of the Superintendent and/or his designee to insure that any parent and/or guardian who wish to have this information excluded from publication may do so by notifying school officials in writing prior to the first day of school in any school year.

Legal Reference: Illinois School Code - 50-6 Parties entitled to access  
Notice to parents -- record of release consent

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **Student Welfare – Administering Medicine to Students**

The administration of medication to or by a student on school grounds or at a school-related function is discouraged unless absolutely necessary for the student's health, and should be allowed only for those medications necessary to maintain the student in school and those needed in the event of an emergency.

Except for the limited exceptions recognized in this policy, no student shall possess or consume, and no School District employee shall administer to any student, or supervise any student's self-administration of, any prescription or non-prescription medication on school grounds or at a school-related function unless and until the student's parent/guardian has completed and signed a "School Medication Authorization Form" and returned that form and a prescription for the medication from a licensed medical provider to the Building Principal or his or her designee. Notwithstanding the foregoing, no school employee is prohibited from providing emergency assistance to a student, including administering medication to the student in an emergency situation.

### **Self-Administration of Medication**

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

### **Administration of Other Medication**

All medications other than epinephrine auto-injectors and medication prescribed for asthma must be dispensed and/or administered to the student by a nurse or other School District employee.

### **Employee Rights**

Teachers and other non-administrative school employees, except certified school nurses and non-certified registered professional nurses, are not required to administer medication to students, although they may do so voluntarily.

### **Limit of Liability**

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of medication to a student, including a

student's self-administration of medication or epinephrine auto-injector, or relating to the storage of any medication at school or by school personnel. A student's parent/guardian  
5123.12(b)

must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication and/or the storage of any medication by school personnel.

#### Implementing Procedures and Notification of Policy and Procedures

The Superintendent or designee shall promulgate implementing procedures to implement this policy. Any possession, administration, dispensing of or other use of medication on school grounds or at school-related functions must be in compliance with this policy and any implementing procedures.

Each Building Principal shall include this policy in the school's Student Handbook and provide a copy of this policy, its implementing procedures and the "School Medication Authorization Form" to the parents/guardians of all students within 15 days of the beginning of each school year or, in the case of a transfer student, within 15 days of the day the transfer student begins classes.

Legal Ref: 105 ILCS 5/10-20.14b; 55/10-22.21b; and 5/22-30.

Adopted: Board of Education  
Indian Springs School District 109  
Date: July 14, 1992  
Amended: Board of Education  
Indian Springs School District 109  
Date: May 21, 2002  
Amended: Board of Education  
Indian Springs School District 109  
Date: September 19, 2006  
Amended: Board of Education  
Indian Springs School District 109  
Date: October 19, 2010  
Amended: Board of Education  
Indian Springs School District 109  
Date: February 19, 2013





PHONE: \_\_\_\_\_  
PHYSICIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Student's Name (Last) (First) (Middle Initial)

**To be completed by the Parent or Guardian (use additional pages if necessary):**

I understand and acknowledge that I am primarily responsible for administering medication to my child.

However, I give permission for the District and its employees and agents, on my behalf and stead, to administer or attempt to administer to my child (or allow my child to self-administer, while under the supervision of the employees and agents of the District) the above mentioned medication in the manner described above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse, and specifically consent to such practice. I understand that nothing in this form or elsewhere prohibits or prevents a District employee or agent from providing emergency assistance to my child, including administering medication to the student in an emergency situation. I understand, however, that I should not rely on the District for the availability of emergency medication for my child, and that there is no guarantee that emergency medication will be available or accessible for my child in an emergency situation. I understand that it is my responsibility to consult a licensed provider to obtain all necessary medication and to ensure that the student has access to any necessary medication at school.

I further acknowledge and agree that, when medication is administered or attempted to be administered pursuant to this Form, or any emergency assistance, as described above, is administered or attempted to be administered to my child, I waive any claims I might have against the District, its employees and agents arising out of the administration of said medication other than for willful and wanton conduct. In addition, I agree to hold harmless and indemnify the District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication other than a claim based on willful and wanton conduct.

PRINTED NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I may be reached at the following phone # in an event of a reaction to the medication or an emergency: \_\_\_\_\_ ALTERNATE PHONE # \_\_\_\_\_



## Students

### School Wellness

Student Wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum,.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical education course.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

### Nutrition Guidelines for Food Available in Schools during the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal periods.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the School Wellness Policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

LEGAL REF: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265,  
Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. ss 1771 et seq.  
National School Lunch Act, 42 U.S.C. ss 1758.  
42 U.S.C. ss 1779, as implemented by 7 C.F.R. ss 210.11.  
105 ILCS 5/2-3.137.  
23 Ill.Admin.Code Part 305, Food Program

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: July 18, 2006

## Students

### Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

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

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

LEGAL REF.: 105 ILCS 5/2-3,149 and 5/10-22.39.

*Guidelines for Managing Life-Threatening Food Allergies in Schools* (Guidelines), jointly published by the State Board of Education and the Illinois Dept. of Public Health.

Adopted: Board of Education  
Indian Springs School District No. 109

Date: December 21, 2010

## **Students**

### **Student Athlete Concussions and Head Injuries**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

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

- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
    - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
  4. Require all student athletes to view the Illinois High School Association's video about concussions.
  5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of

concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

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

LEGAL REF.: 105 ILCS 5/10-20.53.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 15, 2011

LEGAL REF.: 105 ILCS 5/22-80.  
105 ILCS 25/1.15.

Revised: Board of Education  
Indian Springs School District No. 109  
Date: June 21, 2016



**Students****Special Instructional Services.**

Members of the Board of Education are aware that it is well established that there is a wide range of instructional needs' of students enrolled in public schools. The majority of students will have their needs met through the regular school program; however, there are some students who have multi-lingualism or mono-lingualism, other than English, spoken in their homes, the lack of developmental opportunities, developmental disorders, physical or sensory motor handicaps, or who are very advanced in abilities and therefore cannot develop at the optimal rate within the standard curriculum. Generally, these students are in need of specialized programming. Members of the Board of Education support the development of these programs to the fullest extent possible. It shall be the responsibility of the Superintendent and/or his designee to develop these programs as required by the Statutes of the State and as necessary to meet the needs of students enrolled in the School District.

Legal Reference: Illinois School Code - Chapter 122  
Article 14 Handicapped Children

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students,****Tutoring of Pupils**

It shall be the responsibility of the Superintendent and/or his designee to insure that no professional employee charges a pupil a fee for any services rendered upon the premises of the school or for any service of teaching connected to the curriculum of the School District. The tutoring of one's own pupils for pay shall be prohibited. In exceptional cases, where individual tutoring is recommended, it shall be the responsibility of the Superintendent and/or his designee to establish rules and regulations to protect both the School District and the teachers from a conflict of interest.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students****Homebound Instruction for Pupils**

Upon the request of a parent and/or guardian, and/or the school authorities, the Board of Education will provide a home or hospital instructional program for a child who has had an existing health or physical impairment for ten school days. It shall be the responsibility of the Superintendent and/or his designee to receive the opinion of a licensed medical examiner prior to the placement of a student in such a program. Also, it shall be the responsibility of the Superintendent and/or his designee to insure guidelines are established to implement such a program and to determine that the child can receive educational benefit from such a program.

Legal Reference: Illinois School Code - Chapter 122  
Article 14 Handicapped Children

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

## **Students**

### **Counseling and Guidance**

Members of the Board of Education are aware that children are unique individuals with diverse needs. The uniqueness is the result of inherited and environmental differences. All students need the understanding, support and assistance of members of the professional and classified staff as well as from parents and/or guardians. It is through this commitment and support that each child will develop a thorough understanding of the relationship between themselves and their environment. Also, each student will increase their ability to govern their personal behavior in a meaningful as well as constructive manner.

Members of the Board of Education view guidance and counseling services for students as the center of the educational process that maintains focus and concern for each child as a unique person. The purpose of the guidance and counseling program is to assist each student in their endeavors to develop emotional, personal, and social adjustment as well as vocational awareness. It shall be the responsibility of the Superintendent and/or his designee to insure that guidance and counseling services, provided under the leadership of professional certificated staff members, fulfill an important facet of the general school curriculum. In the opinion of members of the Board of Education, the ultimate goal of the guidance and counseling services rendered in Indian Springs School District No. 109 shall be to enhance the opportunities for each student to develop and to become a fully functioning, responsible adult citizen in the contemporary world.

Legal Reference: Illinois School Code - Chapter 122  
Article 14 Handicapped Children

Adopted: Board of Education  
Indian Springs School District 109  
Date: November 24, 1981

## **Students**

### **Health Services**

It is the belief of the Board of Education that a child must develop as completely as possible in the areas of academic-cognitive development, social-emotional development and psychomotor-physical development in order to develop to his and/or her fullest extent. Members of the Board of Education are aware that all three of the above mentioned areas must be developed and presented in the curriculum so that a child can achieve to his and/or her maximum potential. It shall be the responsibility of the Superintendent and/or his designee to insure that the school health program be developed and maintained by certified health professionals and/or health aides and in accordance with the guidelines established by the Illinois State Board of Education.

It shall be the responsibility of the Superintendent to insure that the health program includes educational services, routine screening, as well as direct emergency treatment as necessary. It is intended that the health educational program will have a preventative focus while screenings will attempt to serve as early identification of disease. It shall be the responsibility of the Superintendent and/or his designee to insure that health services are rendered in the best interest of the student and that personal religious and philosophical beliefs are respected in the administration of school health care as specified in the Illinois School Code. It shall be the responsibility of the Superintendent and/or his designee to insure that temporary health records are maintained in each attendance center under the supervision of the principal of the school.

Legal Reference: Illinois School Code - Chapter 122

10-22.23 School Nurse

27-8.1 Health examinations and immunizations

861 et seq. Critical health problems and comprehensive Health Education Act

Chapter 50 Illinois School Student Records Act

Adopted: Board of Education

Indian Springs School District No. 109

Date: November 24, 1981

Revised: Board of Education

Indian Springs School District No. 109

Date: August 18, 1992

**Students****NCLBA: Limited English Proficient Students****A. Development and Maintenance of a Program for Limited English Proficiency Students**

The Superintendent or designee shall develop and maintain a program for students having limited English language proficiency ("LEP") that, at a minimum, shall:

1. Appropriately identify students with LEP;
2. To the extent applicable, comply with all State laws, rules and regulations regarding Transitional Bilingual Educational program (TBE) and Transitional Program of Instruction (TPI);
3. To the extent applicable, comply with any federal laws and requirements for the receipt of federal grant money for LEP students;
4. Determine the appropriate instructional environment for or instructional assistance required by each LEP student; and
5. Annually assess the English proficiency of each LEP student and monitor his or her progress in order to determine readiness for a mainstream classroom environment without the need for additional instructional assistance.

**B. LEP Parental Involvement**

As soon as possible upon the students' identification for participation in a LEP program, but in no event more than 30 days thereafter, a School District representative, designated by the Superintendent, shall notify the parents and guardians of such students of the identification and shall schedule individual meetings with each of them. At that meeting, the School District representative shall provide the following information to the parents and guardians:

- I. The nature of the LEP instructional program and the reason(s) for their child's LEP identification;
- 2 Their child's level of English proficiency;
- 3 The method of instruction and/or the type of assistance to be provided;
- 4 How the LEP program will meet their child's needs (and if applicable, how it will do so consistent with their child's Individual Education Plan); and
5. The specific requirements for measuring the child's progress and for terminating their child's participation in the LEP program and how their child's progress will be reported to them.

At each meeting, the parent and guardians shall be given an opportunity to provide input into the proposed scope and nature of their child's LEP program and shall be given the option of not having their child participate in the proposed LEP Program. The parents and guardians shall also be informed that they may elect to discontinue the program and/or assistance at any time by providing the School District with written notice of their desire to do so.

At the conclusion of each meeting, the parents and guardians shall be asked to acknowledge the meeting and its content and to consent to their child's participation in the LEP Program by signing a letter substantially in the form attached to Exhibit A hereto.

The Superintendent may establish procedures as necessary to implement to requirements of this Policy.

Adopted: Board of Education  
Indian Springs School District 109  
Date: August 17, 2004

EXHIBIT A

**Parental Acknowledgment and Consent Letter**

**[School District Letterhead]**

**[Date of Meeting]**

On the above date, \_\_\_\_\_, as the designated School District representative, meet with me/us, as the parent(s)/guardian(s) of and informed us of the following:

1 \_\_\_\_\_ has been identified as needing additional instruction to achieve English proficiency.

2. The basis for this identification, including 's \_\_\_\_\_ current level of English proficiency.

3. The program of instruction and/or type of assistance to be provided to \_\_\_\_\_  
In brief, the instruction and/or assistance to be provided will consist of \_\_\_\_\_.

4. How the program of instruction and/or type of assistance will meet \_\_\_\_\_ needs (and, if applicable, how the program of instruction and/or type of assistance is consistent with \_\_\_\_\_ Individual Education Plan).

5. The specific requirements for measuring \_\_\_\_\_ progress and for terminating his or her participation in the LEP program.

I/We was/were informed that the School District anticipates terminating the program of instruction and/or assistance for \_\_\_\_\_ on or about \_\_\_\_\_. We were also informed, and agreed, that we would be notified of \_\_\_\_\_ 's progress in the program as follows:

Throughout the meeting, I/We was/were offered the opportunity to ask questions and to make suggestions related to the proposed program and/or instruction.

After being fully informed and provided a full opportunity to ask questions and make comments, I/we was/were asked to consent to \_\_\_\_\_ 's participation in the program, and I/We \_\_\_\_\_ granted such consent or withheld such consent and declined the proposed program and/or assistance. (Please check as appropriate). I/We was/were also informed of my/our right to discontinue the program or assistance by providing written notice to the School District of my/our desire to do so.

By signing below, I/We acknowledge and consent to all of the foregoing.



Parent/Guardian:

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School District Representative:

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**Students****Children's Mental Health Act****Student Social and Emotional Development**

Initiatives to foster social and emotional learning shall be incorporated into the District's educational program, in accordance with the Illinois Learning Standard regarding students' social and emotional development.

Such initiatives shall include:

- (1) Classroom and school-wide programming which implement scientifically based, age and culturally appropriate strategies that teach social and emotional skills, promote optimal mental health, and prevent risk behaviors for all students;
- (2) Staff development and training for school personnel regarding age-appropriate social, emotional and academic learning;
- (3) Programs and learning opportunities for parents related to the importance of students' optimal social and emotional development;
- (4) Community partnerships with mental health agencies and organizations to provide a coordinated approach to addressing the social and emotional needs of students;
- (5) A system of early identification and intervention for students at risk for social, emotional or mental health problems that impact learning;
- (6) A system for referral and follow-up to provide clinical services for students, if necessary, utilizing student and family support service programs, school-based behavioral health services, and school-community linked services and supports; and
- (7) A system to assess and report baseline information regarding students' social-emotional development and its impact on their learning abilities.

The Superintendent or designee shall develop procedures to implement this policy as needed.

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

Adopted: Board of Education  
Indian Springs School District No. 109  
August 17, 2004

## **Students**

### **Education of Students with Disabilities**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities”, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the students’ Parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in nonpublic special education programs or educational facilities.

LEGAL REF: Americans with Disabilities Act, 42 U.S.C. ss 12101 et seq.  
Individuals With Disabilities Education Improvement Act of 2004,  
20 U.S.C. ss 1400 et seq.  
Rehabilitation Act of 1973, Section 504, 29 U.S.C. ss 794.  
105ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a

CROSS REF: 2:150 (Committees), 7:230 (Misconduct by Students with  
(Disabilities)

ADOPTED: Board of Education  
Indian Springs School District No. 109  
September 23, 2008

## Students

### Program of Student Evaluation

Members of the Board of Education believe that an effective student evaluation system is an essential aspect of the educational process. In the opinion of members of the Board of Education, the evaluation system should:

- a. Facilitate teaching and learning
- b. Encourage self-evaluation
- c. Facilitate decision making with regards to curriculum selections and the establishment of educational policy
- d. Provide useful records
- e. Be a constant and ongoing process

In order to assist in the development and maintenance of an effective system of evaluation, it shall be the responsibility of the Superintendent and/or his designee to insure that standardized tests are administered annually.

In the opinion of members of the board of Education, an effective student evaluation system is a core ingredient of a strong educational program. The most important purpose of evaluation shall be to implement a program of instruction which provides for the individual needs and abilities of all students. Student evaluation procedures should facilitate self-evaluation, encompass all of the goals and objectives of the school program, facilitate teaching and learning, generate useful records, offer a clear picture of individual and group student progress to staff, parents as well as students, and facilitate decision making of curriculum and educational policy. It shall be the responsibility of the Superintendent and/or his designee to encourage sound pupil evaluation procedures by all members of the professional staff.

It shall be the responsibility of the Superintendent and/or his designee to insure that student evaluation is an ongoing process and that members of the professional staff explain the objectives of instruction to students and indicate the relationship of these objectives to the process of evaluation. Student evaluation shall be used in a constructive and positive manner.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
June 20, 2006

**Students Progress**

It is the desire of members of the Board of Education to establish an educational environment which insures that every student will receive the opportunity to develop his and/or her potentials commensurate with his and/or her abilities. It shall be the responsibility of the Superintendent and/or his designee to insure that the administrators and teachers prepare a learning environment which will meet the needs, interests and learning styles of students who are enrolled at the same grade level; however, who function within a wide range of instructional levels. The focus of the school system shall be upon the student and his and/or her total development. Therefore, it shall be the responsibility of the Superintendent and/or his designee to establish guidelines and to implement diagnostic techniques which will enable members of the professional staff to place students at the achievement level best suited for him and/or her academically, socially and emotionally.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24,1981

## Students

### Retention/Social Promotion

Members of the Board of Education believe that the methods and approaches utilized in the instructional programs should be deemed practical and appropriate for the students, educators and parents. The instructional program should provide students with the opportunity to become self-directed and to learn how to become responsible. It shall be the responsibility of the Superintendent and/or his designee to insure that continuous learning programs are developed which emphasize a strong foundation in the basic skills and processes. In keeping with their commitment to provide a free, appropriate and successful educational experience for each student, members of the Board of Education desire academic accountability of all students.

An option to the so-called “promotion” of students may be retention of students at the same grade level for the following year. It shall be the responsibility of the Superintendent and/or his designee to develop administrative guidelines to serve where there is need for retention; however, the guidelines shall include:

1. Retention may be considered only when all other services and program options have been reviewed. Students who do not qualify for promotion to the next higher grade level shall be provided remedial assistance, which may include a summer school program, tutorial sessions, increased or concentrated instructional time, modification to instructional materials, and/or retention in grade.
2. Retention will occur only with teacher-principal recommendation and parental conference.
3. All retentions shall be approved by the Superintendent upon the recommendation of the teacher, principal, curriculum director, and pupil personnel services director.

Members of the Board of Education consider retention as a last resort for the purposes of correcting academic difficulties since research indicates that retention may not help achievement and motivation of students and may damage their adjustment to school in the future.

Students shall not be promoted to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student.

Legal Reference: Illinois School Code – Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

Revised: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 1992

Revised: Board of Education  
Indian Springs School District No. 109  
Date: May 19, 1998

Revised: Board of Education  
Indian Springs School District No. 109  
Date: June 20, 2006



## **Students**

### **Grading and Promotion**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grade based on an appropriate grading system, or
- Any other legitimate reason in which a District administrator deems appropriate.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: August 18, 2015

**Students****Graduation - Issuance of Diploma**

It shall be the responsibility of the Superintendent and/or his designee to insure that students have met the necessary standards for graduation before he and/or his designee recommend to the Board of Education that they be graduated. When a student has passed all subjects required by the Indian Springs School District No. 109 for graduation, the student shall be entitled to graduate and receive a diploma. Members of the Board of Education are aware that they have the right and the responsibility to establish required courses and the number of credits required for graduation; however, the School District has no authority to require that a student attend school solely for a certain number of semesters or years as a requirement for graduation. Members of the Board of Education are aware that a student may not be denied a diploma due to unpaid school fees or as a disciplinary measure.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

Adopted: Board of Education  
Indian Springs School District No. 109  
Date: November 24, 1981

**Students**

**Graduation Certificate of promotion**

When a student has not passed all subjects required by Indian Springs School District No. 109 for graduation, it shall be the responsibility of the Superintendent to recommend to the Board of Education that the student receive a Certificate of Promotion instead of a diploma.

Legal Reference: Illinois School Code - Chapter 122  
10-20.5 Rules

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