NEW LENOX SCHOOL DISTRICT 122

PARENT/STUDENT HANDBOOK

Revised November 18, 2026

TO OUR PARENTS AND STUDENTS…

The main objective of this handbook is to acquaint the parents and students with the general routines and procedures of New Lenox School District #122. After you have familiarized yourself with the contents, you will want to keep this booklet in a convenient place for future reference. This handbook is only a summary of Board Policies governing the district. The handbook may be amended during the school year without notice.

MISSION STATEMENT
NEW LENOX SCHOOL DISTRICT 122

The mission of New Lenox Schools, in partnership with the community, is to promote academic excellence while supporting the growth of the whole child and preparing students for success in high school and beyond. The District encourages students to develop pride in themselves, their community and their country, guiding their present and future decisions as lifelong learners.

ADMINISTRATIVE OFFICE
DR. MARGARET M. MANVILLE
HAVEN ADMINISTRATIVE CENTER
DIRECTORY

102 South Cedar Road
New Lenox, IL
815-485-2169

Superintendent ---------- Dr. Lori Motsch

Business Manager/CSBO---------- Mr. Bob Groos

Associate Superintendent---------- Dr. Liza Bruni

Director of Special Education ---------- Mrs. Amanda Novotny

Assistant Special Education Director ---------- Mrs. Christa Blatt

Special Education Supervisor ---------- Ms. Erin Allison

Assistant Superintendent of Curriculum and Instructional Technology--- Dr. Marianne Cucci

Director of Organizational Planning and Facilities ---------- Mr. Jason Sterritt

Director of Technology ---------- Mr. Andrew White

Arnold J. Tyler School (Grades 1-3)
511 E. Illinois Highway
Patricia Fisher, Principal
Kaila Fjeldheim, Assistant Principal
815-485-2398
815-462-2570 Fax

Caroline Bentley School (Grades 4-6)
513 E. Illinois Highway
Mary Zastro, Principal
Lindsay Johnson, Assistant Principal
815-485-4451
815-485-7599 Fax

Cherry Hill Early Childhood and Elementary School
205 Kingston Drive
Emily Schissler, Principal
Jen Pender, Assistant Principal
815-462-7831
815-722-8536 Fax

Haines School (Grades 1-3)
155 W. Haines Avenue
Michelle Hall, Principal
Kaila Fjeldheim, Assistant Principal
815-485-2115
815-462-2571 Fax

Liberty Junior High (Grades 7-8)
151 Lenox Street
Shane Street, Principal
Ed Lesniak, Assistant Principal
815-462-7951
815-462-0672 Fax

Martino Junior High (Grades 7-8)
731 E. Joliet Highway
Bonnie Groen, Principal
Carrie White, Assistant Principal
815-485-7593
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Nelson Prairie School (Grades 1-3)
2366 Nelson Road
Tyler Broders, Principal
Katherine Fiorillo, Assistant Principal
815-462-2874
815-462-2881 Fax

Nelson Ridge School (Grades 4-6)
2470 Nelson Road
Megan Baldermann, Principal
Katherine Fiorillo, Assistant Principal
815-462-2870
815-462-2880 Fax

Oster-Oakview School (Grades 4-6)
809 N. Cedar Road
Brian Laack, Principal
Lindsay Johnson, Assistant Principal
815-485-2125
815-462-2572 Fax

Spencer Crossing (Grades 4-6)
1711 S. Spencer Road
Megan Calleros, Principal
Jamie McElroy Assistant Principal
815-462-7997
815-462-0958 Fax

Spencer Pointe School (Grades 1-3)
1721 S. Spencer Road
Kim Gray, Principal
Jamie McElroy, Assistant Principal
815-462-7988
815-462-2978 Fax

Spencer Trail (Kindergarten)
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Jenny Christophersen, Principal
Jen Pender, Assistant Principal
815-462-7007
815-462-0670 Fax

New Lenox School District 122 Website – www.nlsd122.org

Contents

ARRIVAL AND DISMISSAL 12
BICYCLES/SKATEBOARDS/SCOOTERS/ROLLER BLADES/MOTORIZED VEHICLES ETC. 12
PARKING 12
SAFETY 12

ATTENDANCE PROCEDURES 13
ABSENCE FOR TRIPS/VACATION 13
DOCUMENTED ABSENCES 13
REQUIRED DOCUMENTATION AND UNDOCUMENTED ABSENCES 13
EXCUSED ABSENCES 13
HOMEWORK REQUESTS/MAKE-UPWORK 13
STUDENT ABSENCE REPORTING 14
TARDY 14
TRUANCY 14
TRUANCY DEFINITION 14
TRUANCY SUPPORT SERVICES 15

CURRICULUM 15
CONSTITUTION REQUIREMENTS (7) 15
DISSECTION OF ANIMALS 15
GATE (Gifted and Academically Talented Education) 15
ACCELERATED PLACEMENT 16
GRADING SYSTEM 16
HEALTH AND SEXUAL HEALTH EDUCATION 16
GRADE 4 16
GRADE 5 16
GRADE 6 17
GRADE 7-8 17
ERIN'S LAW 17
CURRICULUM OBJECTIONS 17

HOMEBOUND INSTRUCTION 18

HOMEWORK POLICY 18
GENERAL OBJECTIVES OF HOMEWORK 18
ASSIGNMENT NOTEBOOKS 18
MAKE-UP WORK 18
HONOR ROLL (7-8) 18
INCOMPLETE GRADES 19
LIBRARY RESOURCE CENTER (LRC) 19
E-LEARNING 19

STUDENT CONFIDENTIALITY FOR VIDEO CONFERENCING 19
MEDIA RELEASE 19
NATIONAL JUNIOR HONOR SOCIETY 20
OUTDOOR EDUCATION 20
PARENT/TEACHER CONFERENCES 20
PHYSICAL EDUCATION (K-8) 20
PERMISSION TO BE EXCUSED 20
PHYSICAL EDUCATION EXEMPTION 21
DRESSING REQUIREMENTS FOR PE (PREK-6) 21
LOCKERS (7-8) 21
LOCKER ROOM SAFETY (7-8) 21
REQUIRED ITEMS (7-8) 22
PRESIDENTIAL AWARDS 22
PROMOTION POLICY (GRADES 7-8) 22
JUNIOR HIGH GRADUATION RECOGNITION 22
READING SUPPORT PROGRAM 22
TITLE I – PARENT AND FAMILY ENGAGEMENT 23
DISTRICT-LEVEL PARENT AND FAMILY ENGAGEMENT COMPACT 23
SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT COMPACT 23
RECESS 23
RETENTION 23
MULTI TIERED SYSTEMS OF SUPPORT (MTSS) 23
TESTING PROGRAMS 24
TUTORING 25
DISCIPLINE 25
DUE PROCESS 25
STUDENT BEHAVIOR 25
DISCIPLINARY MEASURES 28
ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT 28
BUS CONDUCT AND DISCIPLINE 28
CHEATING AND PLAGIARISM 29
DETENTIONS (4-8) 29
JUNIOR HIGH DISCIPLINE 29
CLASSROOM DISCIPLINE 29

OFFICE DISCIPLINE 30
SOCIAL SUSPENSION 30
BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES 30
PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT (see also Harassment) 31
AGGRESSIVE BEHAVIOR REPORTING 32
CORPORAL PUNISHMENT 32
DRESS CODE/PERSONAL APPEARANCE 32
DRUG/CHEMICAL ABUSE AND PREVENTION 33
GANG & GANG ACTIVITY PROHIBITED 33
CANDY 34
HARRASSMENT AND TEEN DATING VIOLENCE PROHIBTED 34
SEXUAL HARASSMENT PROHIBITED (TITLE IX) 34
TEEN DATING VIOLENCE PROHIBITED 34
HARASSMENT PREVENTION AND PROCEDURES 35
INVESTIGATION PROCESS 35
ENFORCEMENT 35
RETALIATION PROHIBITED 36
MONEY 37
NON-TEACHING PERSONNEL 37
PLAYGROUND RULES 37
PROHIBITED ARTICLES 37
RE-ENGAGEMENT OF RETURNING STUDENTS 37
SEARCH AND SEIZURE 38
SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS 38
STUDENT SEARCHES 38
SEIZURE OF PROPERTY 38
QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY 38
SUICIDE AND DEPRESSION AWARENESS 39
WEAPONS 39
EMERGENCY PROCEDURES 39
CONTACT INFORMATION CHANGES 39
EMERGENCY CLOSING PROCEDURES 39
SPECIFIC PROCEDURES FOR DIFFERENT TYPES OF EMERGENCY CLOSINGS 39
PRIOR TO THE SCHOOL DAY 40
PLAN A - WHEN SCHOOL WILL BE CLOSED ALL DAY 40

PLAN B - WHEN SCHOOL BEGINS ONE HOUR LATER THAN REGULAR, SCHEDULED STARTING TIMES 40
DURING SCHOOL DAY 40

SAFETY AND SECURITY 40
BUILDING DOORS AND CAMERAS 40
CONCEAL AND CARRY 40
DROPPING MATERIALS/LUNCHES/SECOND PARTY DELIVERIES 40
DRILL PROCEDURES 41
STANDARD RESPONSE PROTOCOL 41
HOLD IN YOUR ROOM OR AREA 41
SECURE GET INSIDE, LOCK OUTSIDE DOORS 41
LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT 41
EVACUATE TO A LOCATION 41
SHELTER STATE THE HAZARD AND SAFETY STRATEGY 41
THREAT ASSESSMENT 41
UNSAFE SCHOOL CHOICE OPTION 42

EXTRA-CURRICULAR ACTIVITIES 42
BAND/ORCHESTRA PROGRAMS 42
ATHLETIC ACTIVITIES REQUIREMENTS FOR PARTICIPATION 42
ATHLETIC RULES AND CODE OF CONDUCT 42
IESA 42
EXTRA-CURRICULAR/ACTIVITY FEES 42
CONDUCT AT EXTRA-CURRICULAR ACTIVITIES 43
STUDENT BEHAVIOR 43
PARENT/SPECTATOR BEHAVIOR 43
PHYSICAL EXAMS FOR ATHLETIC PARTICIPATION (Grades 4-8) 43

GENERAL INFORMATION 43
ANIMALS ON SCHOOL PROPERTY 43
ASBESTOS 44
BACKPACKS 44
CELL PHONE LAW 44
COMMUNICATION 44
SCHOOL MESSENGER 44
ENGLISH LEARNERS 44
EQUAL OPPORTUNITY AND SEX EQUITY 44
FAITH'S LAW 45
EMPLOYEE CODE OF PROFESSIONAL CONDUCT 45
INVITATIONS AND GIFTS 45
LOCKED BUILDINGS 45
LOCKERS (7-8) 45
LOST AND FOUND 45
LUNCHES 45

MANDATED REPORTERS 46
OFFENDER COMMUNITY NOTIFICATION LAWS 46
PESTICIDE APPLICATION NOTICE 46
POWERSCHOOL 46
SCHOOL OPERATION DURING A PANDEMIC OR OTHER HEALTH EMERGENCY 47
SCHOOL VISITATION RIGHTS 48
STUDENT PRIVACY PROTECTION 48
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) 48
SURVEYS BY THIRD PARTIES 48
SURVEYS REQUESTING PERSONAL INFORMATION 48
TEACHER QUALIFICATIONS 49
VIDEO AND AUDIO MONITORING SYSTEMS 49
VISITORS 49
VOLUNTEERS 49

HEALTH AND RELATED INFORMATION 50
ACCIDENTS 50
STUDENT ACCIDENT INSURANCE 50
APPOINTMENTS - MEDICAL 50
BASIC HEALTH PROCEDURES 51
STAYING HOME 51
EMERGENCY CONTACTS 51
ASTHMA 51
ALLERGIES 51
FOOD ALLERGIES 51
SCHOOL DAY 52
PRESCHOOL THROUGH GRADE 3 52
FIELD TRIPS 52
AFTER SCHOOL EVENTS 52
USE OF EPINEPHRINE IN SCHOOL 53
ACCESS TO EPINEPHRINE IN SCHOOLS 53
EXEMPTION FOR LIABILITY 53
EXCUSES FOR PE 53
FEMININE HYGIENE 53
VISION AND HEARING SCREENING 53
COMMUNICABLE DISEASE POLICY 54
RASHES 54
PINK EYE (CONJUNCTIVITIS) 54
HEAD LICE 54
DIABETES 54
HEAD INJURY PROCEDURE 55
MEDICATION 55
ADMINISTRATION OF MEDICATIONS IN SCHOOL 55

SELF ADMINISTRATION OF MEDICATION 56
UNDESINGATION MEDICATIONS 56
EMERGENCY AID TO STUDENTS 57
DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS 57
HEALTH EXAM REQUIREMENTS (AS REQUIRED BY THE ILLINOIS SCHOOL CODE) 57
EYE EXAMINATION 57
DENTAL EXAMINATION 58
EXEMPTIONS 58
STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES 58

REGISTRATION/ENROLLMENT PROCEDURES 58

DIRECTORY INFORMATION 58
STUDENT RECORDS 59
CUMULATIVE RECORDS – CONFIDENTIALITY 59
ENTRANCE DATA 59
FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES 59
HUNGER-FREE STUDENTS' BILL OF RIGHTS ACT 60
HOMELESS CHILD'S RIGHT TO EDUCATION 60
TRANSFER FROM DISTRICT 122 61

NOTIFCIATON OF RIGHT TO REQUEST AN INTERPRETER 61

SPECIAL ACTIVITIES/ORGANIZATIONS 61
DANCES (7-8) 61
FIELD TRIPS 61
PARENT TEACHER ORGANIZATION 61
PARTIES (PREK-6) 61

SPECIAL EDUCATION SERVICES 62
ACCOMMODATING INDIVIDUALS WITH DISABILITIES 62
COUNSELING AND GUIDANCE SERVICES 62
EDUCATION OF CHILDREN WITH DISABILITIES 62
LEGAL NOTICE FOR PUBLIC BENEFITS/INSURANCE 62
OBSERVATION 63
PUNS DATABASE 63
SECTION 504 63
STATE SCHOOLS FOR STUDENTS WHO ARE DEAF, HARD OF HEARING, OR BLIND 63
RELATED SERVICE LOG 63
NOTIFICATION OF RIGHT TO REQUEST AN INTERPRETER 63
RECORDS REVIEW 64

TECHNOLOGY 64
USE OF ARTIFICIAL INTELLIGENCE 64
CARE AND USE OF SCHOOL AND TECHNOLOGY EQUIPMENT 64
DIGITAL RESOURCES FOR CURRICULUM PURPOSES 64

ELECTRONIC DEVICES 64
TECHNOLOGY 65
INTERNET ACCEPTABLE USE POLICY 65
STUDENT EMAIL USAGE 65
INTERNET CURRICULUM 65
SOCIAL MEDIA (e.g., FACEBOOK) 65
SOCIAL NETWORKING 65
ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY 66
RIGHT AND PROCEDURES FOR REVIEWING STUDENT COVERED INFORMATION 67

TRANSPORTATION SERVICES 67
NLSD122 STUDENT DROP-OFF PROCEDURES 68
NLSD122 KINDERGARTEN PARENT PICK UP/DROP OFF PROCEDURE 68
RULES AND REGULATIONS FOR STUDENT RIDERS 69

WELLNESS POLICY 70

Appendix A 71
Anti-Bullying Compact-Student and Parent/Guardian 71

Appendix A-1 72
7:180 Prevention of and Response to Bullying, Intimidation, and Harassment 72

Appendix B 78
ACCEPTABLE USE STANDARDS: 78

Appendix C 79
Annual AHERA Notification Letter 79

ARRIVAL AND DISMISSAL

Parents are requested to send or bring their children to school so that they arrive no earlier than 10 minutes before the morning bell since there is no supervision before that time. Parents are required to stay out of the bus lane in the morning and afternoon until all buses have departed. Car riders must be dropped off in school zones. Additionally, walkers and bike riders will not be allowed to leave the school grounds until after all buses have departed.

Students who walk or ride their bikes to school should not arrive until 10 minutes before the opening of school. However, in inclement weather, the bus supervisor may send the students inside the building upon arrival.

Students are to leave the building immediately after dismissal unless they are to stay after school for supervised activities. Students must remain in the area to which they have been assigned if they are staying after school.

If a parent/guardian wishes to make a change to a student's mode of transportation for the day, please contact the school office no later than 10:30a.m. (PreK/K 10:00a.m. and 2:00p.m.) via note to the teacher, email or phone. If by the phone all requests should be directed to the school's main office.

Parents are reminded to refrain from walking pets up to the building at arrival or dismissal for student safety issues

BICYCLES/SKATEBOARDS/SCOOTERS/ROLLER BLADES/MOTORIZED VEHICLES ETC.

Students may ride bicycles to school. We require students to observe all safety rules. Bicycle traffic should follow the same pattern as auto traffic. Bikes should be securely locked and parked only in approved areas. We cannot be responsible for lost/damaged/stolen items.

For safety reasons, K-3 students are not allowed to ride bicycles/skateboards/scooters/rollerblades/motorized vehicles etc. to school. Skateboards/scooters are not allowed on school buses.

Bicycles/skateboards/scooters/rollerblades/motorized vehicles etc. are not to be ridden on the school grounds while school is in session, or worn/used in the building. Motorized vehicles are prohibited on school property including but not limited to electric bikes, scooters, ATV's, etc.

PARKING

Parents are not to park in the designated bus lanes at each school during the time when buses are discharging or picking up students. It is a chargeable traffic violation to pass a bus when the stop arm is extended even while in the designated bus lane. Walkers will be released after the buses have departed. Parents should not block the drives during the afternoon hours, as the buses cannot enter the school grounds. Each school will inform parents of the specific traffic patterns.

SAFETY

1. When waiting for the bus in the morning, students must stay back from the road and keep their belongings off of the road.
2. All students must use a crossing guard where available.
3. All students must use sidewalks whenever possible.
4. All students must avoid walking or riding bikes on roads or highways.
5. All students must walk on the left, facing oncoming traffic, when there are no sidewalks

available.
6. All bicycle riders must observe all highway safety regulations.

ATTENDANCE PROCEDURES

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

ABSENCE FOR TRIPS/VACATION

Any interruption to the educational program takes away from the education process. Therefore, we discourage parents from taking their children out of school for vacations while school is in session. Parents should notify their student's school office in advance. Travel absences will be marked unexcused. Parents are also requested to contact the Transportation Department to report vacations.

DOCUMENTED ABSENCES

The student's absence will be excused if written documentation is provided by a licensed healthcare provider that confirms the medical appointment, treatment, or medical condition causing the absence.

REQUIRED DOCUMENTATION AND UNDOCUMENTED ABSENCES

Students may have up to 14 undocumented absences per school year, such as absences due to illness without medical documentation. Parents will receive a letter after 8 undocumented absences to bring awareness of the accrued days. Upon reaching 14 undocumented absences, parents will receive a second letter notifying them that medical documentation from a licensed healthcare provider will be required for all future illness-related absences. Absences exceeding 14 days without mandatory documentation will be considered unexcused.

EXCUSED ABSENCES

Excused absences include: Documented illness, observance of a religious holiday or event, death in the immediate family, up to 5 mental health days, family emergency, approved civic opportunities, situations beyond the control of the student, circumstance in which the parent/guardian has a reasonable concern about the student's safety, including mental, emotional, or physical well-being, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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

All other absences are considered unexcused.

HOMEWORK REQUESTS/MAKE-UPWORK

Parents and students frequently request that assignments and books be sent home when a child has been absent. At all grade levels, every attempt will be made to grant the request in a timely manner. Please make your request as early as possible and allow a school day to gather homework assignments.

Assignments and books can be picked up in the respective building office. The student will be given the same number of days to complete any missed work as the number of days the student was absent.

STUDENT ABSENCE REPORTING

In order to ensure the safety of your child, we ask that you adhere to the following:

1. Call your child's school each day your student is to be absent. The call should be made before 7:35a.m. (grades 4-6), before 8:25a.m. (grades 7-8 and morning kindergarten), before 9:15a.m. (grades 1-3), and by 12:20p.m. (afternoon kindergarten).
2. Please provide the student's name, grade, homeroom teacher, the reason for the absence, the name of the person calling, and the relationship to the student.
3. Calls will be accepted only from the parent or a responsible adult.
4. If a parent or a responsible adult has not contacted the school to report an absence within 45 minutes of the start of the school day, school officials will contact the New Lenox Police Department or Will County Sheriff's Department to perform a non-emergency wellness check on the student.
5. For longer absences, such as vacations or extended illnesses, it is not necessary to call every day. Instead, notify the school of the days your child will be absent.
6. Parents will receive notifications in writing if a student has excessive absences.

In the event you do not call, we will make a reasonable attempt to call you to ensure the safety of the students. With the home and school working together, the safety of our school children can be assured.

If the absence was caused by a communicable disease (measles, chicken pox, German measles, or staph infection), the school should always be notified. A doctor's confirmation that the student is no longer contagious is required before the student returns to school.

TARDY

Students are expected to be on time to school and class each and every day. When children come late to school or leave early, they are losing valuable educational time. If you know your child will be late to school, please communicate with your student's teacher write a note to the teacher indicating the reason for their tardiness. Parents are expected to come to the office to sign in their children (Pre-K-3).

TRUANCY

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

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

TRUANCY DEFINITION

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days (can go back to the previous school year).

TRUANCY SUPPORT SERVICES

The School District will determine if the student is a truant, chronic or habitual truant, ~~or a truant minor~~. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his/her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent/teacher conferences
- student and/or family social work services
- information about community agency services

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

- Referral to the Will County truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school may be dropped from enrollment.

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

CURRICULUM

CONSTITUTION REQUIREMENTS (7)

The School Code of Illinois stipulates that any student to be promoted from the 8th grade into high school must pass certain assessments. Section 27-3 reads: "American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence and the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught in all public schools and other educational institutions supported or maintained in whole or in part by public funds. No student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects."

DISSECTION OF ANIMALS

Students who have moral objections to dissecting animals will be excused from classroom attendance without penalty during times when such activities are taking place. Written requests for exclusion from this activity must be submitted to the building principal. Alternative instructional programs and classroom attendance shall be arranged for the students by the classroom teacher with the building principal's approval.

GATE (Gifted and Academically Talented Education)

The State of Illinois recommends delivery of gifted and academically talented services to the top 5% of a student population. The District currently provides specific programming and/or classes in ELA and math in grades 4 through 8. The identification process for students to be in GATE/Accelerated classes includes a student's cognitive skills index (CSI), standardized test scores in reading/language arts and math, and current grade point average/grade equivalent. Students are placed in either a GATE/Accelerated class or GATE depending on the number of qualifying students. Parents are notified by the school when their child is placed in a GATE/Accelerated class. Parents are given the option to include or exclude their child

from the class/cluster. A copy of the District's Comprehensive GATE Plan is available on the District website.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

GRADING SYSTEM

The school year is divided into three grading periods (trimesters). Detailed report cards are given to the parents/guardians three times a year. These provide a report on your child's academic achievements, and an indication of the effort your child is putting forth. It is our policy to notify parents/guardians whenever your child is experiencing difficulty with his/her grades. In lieu of a letter grade system, students in kindergarten, first, second and third grades will receive standards-based report cards. These report cards provide information regarding a student's performance and ability in each basic skill.

Grading scale and percentages are as follows:

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

Junior High GPA/Grading scale

A+ = 4.333	A = 4.000	A- = 3.666
B+ = 3.333	B = 3.000	B- = 2.666
C+ = 2.333	C = 2.000	C- = 1.666
D+ = 1.333	D = 1.000	D- = .666
F = 0		

HEALTH AND SEXUAL HEALTH EDUCATION

The District sponsors programs to help students learn about human growth and development. In addition to our regular health curriculum, we utilize the Candor Health Education and our District nurses to enable our students to experience the following programs:

GRADE 4

Science Behind Drugs: This program outlines different types of drugs, inhalants, and medicines and their impact on the brain and body. Students will begin learning refusal and coping skills and become Peer Prevention Specialists. The video "Always Changing, Always Growing" is shown to the students. It is a very factual and appropriate presentation of the accompanying changes a young boy or girl undergoes during maturation. The girl's video will also inform them on the process of menstruation. Viewing groups will be separated by gender.

GRADE 5

Puberty 1 - Understanding Changes - This class is taught through storytelling and age-appropriate scenarios and is designed to help students understand puberty. It compares female and male reproductive

anatomy and introduces the physiological changes that occur during adolescence. This program is delivered separately by gender. (This replaces the past Linda/Michael programs.)

GRADE 6

Human Reproduction & Embryology - This program teaches reproductive science, beginning with the development of the reproductive organs and continuing through fertilization, implantation, gestation, and delivery. The learning environment is comfortable and interactive, inviting relevant, age-appropriate conversation and providing a useful supplement to the school human development curriculum.

Prior to these presentations, parents are able to view the material that will be presented to students. Additional information about these presentations can also be found at www.candorhealthed.org. Parents may choose to exclude his/her child from the presentation via written documentation.

GRADE 7-8

Junior High Health Cycle Classes use the McGraw Hill textbook, Health World (copyright 2021). The focus on the male and female puberty, anatomy of each reproductive system, a brief overview of how each system works, health problems that can occur with both systems, and how to keep our reproductive systems healthy (healthy eating, exercise, avoiding sexual activity unless willing to incur the risk of STI or Pregnancy). Consent education and dating violence will be addressed. Parents may choose to exclude his/her child from this unit via written documentation.

ERIN'S LAW

Erin's Law (105 ILS 5/10-23.13), requires schools to provide age-appropriate curriculum to address sexual abuse of children PreK thru 8th grade. PreK – 6th grade students will participate in a presentation by District 122 Social Workers containing information aimed at helping to protect children from child sexual abuse. The Junior High students will address this issue in their Health curriculum. Parents may choose to exclude his/her child from this presentation via written documentation.

Contact the building principal for inquiries regarding course instruction, materials and scope and sequence.

CURRICULUM OBJECTIONS

The Illinois School Code establishes the following opt-out provisions for parents/guardians in relation to curricular content. Students will not be required to take or participate in any lessons listed below, if parents/guardians submit a written objection. 1.Comprehensive Personal Health and Safety and Sexual Health Education (105 ILCS 5/27-9.1a (d). 2. Recognizing and avoiding sexual abuse (105 ILCS 5/27-13.2) (for grades K-8) 3. Dissection of animals (105 ILCS 112/1 et seq.; 105 ILCS 5/27-14) 4. Organ/tissue and blood donation (105 ILCS 5/27-23.5) (schools with grades 9 and 10). 5. Lockdown drills (105 ILCS 128/20). 6. Religious/other exception (the request is not otherwise covered by a School Code opt-out and is based on a religious objection). 7. AIDS instruction (105 ILCS 110/3) 8. Instruction on CPR and use of Automated External Defibrillator (105 ILCS 110/3). 9. Family life instruction (105 ILCS 110/3)
In limited circumstances, parents/guardians may seek to have their student exempt from a particular instructional material or program. Such requests must be based either upon the statutory provisions which permit parental opt-out in the Illinois School Code, as set forth above, or a student's right to the free exercise of religion as provided by the First Amendment of the United States Constitution.

Parents/guardians seeking such exemptions must submit their request on the District's Curriculum Objection Form, and must state, with specificity, the basis for seeking such an exemption. Contact the building principal for this form. The Superintendent or designee will review such requests for exemption in accordance with its Curriculum Objection process and procedures and will grant or deny the request considering the District's educational mission, applicable law, and graduation requirements set forth by the District and the Illinois State Board of Education. Exemptions which are not based on one of the statutory provisions above or an undue burden on student's rights to exercise their religious beliefs will not be granted.

HOMEBOUND INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates their absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.
Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse.
Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.
A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage

For information on home or hospital instruction, contact the Director of Special Education at 815-485-2169.

HOMEWORK POLICY

The entire District 122 staff and administration believe that homework is an essential part of the learning process. Parents of children enrolled in the elementary schools of New Lenox accept and expect homework. The following outline is to provide parents a basis for understanding the policy on homework.

GENERAL OBJECTIVES OF HOMEWORK

1. To enrich the school experience through related home activity
2. To strengthen the basic skills by further practice and application
3. To provide children who have been absent an opportunity to make up work
4. To stimulate an effort among children to show initiative and a feeling of responsibility in making good use of their time
5. To encourage a carry-over of school activities into permanent leisure interests
6. To help children strengthen work and study habits

ASSIGNMENT NOTEBOOKS

Students must use an assignment notebook daily in grades 3-8. These assignment notebooks are utilized in order to facilitate the development of student responsibility and to encourage punctual academic work completion. We strongly recommend parents check the assignment notebooks on a daily basis to monitor students' assignments.

MAKE-UP WORK

Students will be allowed to make up all work missed due to an absence, including absences due to suspension. This includes homework, tests, and other assignments. Make-up work will be eligible for the same academic credit as the original work.

HONOR ROLL (7-8)

Liberty and Martino Junior High Schools will publish a trimester honor roll. The purpose of an honor roll is to honor those who have done outstanding work in their school subjects. As a result of their good work, we feel those students should receive recognition from fellow students and the community, in addition to the personal feeling of accomplishment.

The "Honor Roll" is for those students who have earned a 3.66-4.33 grade point average.

INCOMPLETE GRADES
The mark "I" on a report card indicates that all work has not been turned in and is therefore incomplete. Students will have a specified amount of time set by the teacher in which to complete the work.

LIBRARY RESOURCE CENTER (LRC)
Books may be checked out from the school LRC. Books loaned may be renewed. If the book is not returned on time, an overdue book fine may be charged. Students are not charged fines for days' school is not in session or if a child has an excused absence. In the case of a lengthy illness, it is appreciated that the parent returns the book to the LRC. Students may be charged for lost or damaged books. LRC privileges are extended to all students. We feel that the responsibility and proper care of books is a beginning to developing responsible student attitudes.

E-LEARNING
New Lenox School District will implement E-Learning Days in lieu of closing school when applicable. Below is the rationale to support our E-Learning environment.

* Ensures the safety of students and staff on inclement weather days.
* Maintains the school calendar by not adding emergency days at the end of the school year.
* Promotes learning beyond the classroom walls.
* Leverages the use of digital tools and supports 21st-century learning opportunities.
* Provides students with ownership of their own learning.
* Engages students in meaningful activities.

More information about E-Learning can be found on our website.

STUDENT CONFIDENTIALITY FOR VIDEO CONFERENCING
District 122 strives to respect the privacy of all students participating in E-Learning with your students and will continue to explore ways to protect privacy. In the event of E-Learning, your child's teacher may use video conferencing such as but not limited to Google Meets, FaceTime and/or Zoom to provide instruction and to conference with students in an individual or group setting.

During instruction utilizing video conferencing, it is inevitable that video conferencing participants may be able to see the area of your home surrounding the students and any activity that might be occurring in the background. We ask parents to help ensure the privacy of all of our learners to the best of their ability by limiting distractions and setting a designated area for learning. Video or audio recordings by parents of E-Learning live streaming lessons are forbidden to protect the privacy of all of our learners. There may be times the teacher will record the content being delivered for students to view at another time. When providing instruction in this unique format, we do require all students and staff to abide by our Acceptable Use Policy.

MEDIA RELEASE
As part of the process of enrolling students, parents or guardians sign a permission form for students to be interviewed, photographed, or videotaped by the news media, including but not limited to local newspapers and the local cable channel, or an agent of the school district for the purpose of publicizing a school event,
activity, or program in School District 122. The likeness of a student may be featured in social media, yearbooks, features, or documentaries, which may be broadcast on public or cable access television, district publications, communication materials, promotional materials, or on the district or school websites or web pages. All images and rights shall belong to New Lenox School District 122.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Society is a privilege bestowed upon students who not only excel in academics but have also taken the initiative to become involved in their school and community. The Honor Society chapter establishes rules for membership in NJHS based upon a student's outstanding performance in the areas of scholarship, service, leadership, character, and exemplary citizenship. These criteria form the foundation upon which the organization and its activities are built.

To be considered for NJHS membership:

- Student must maintain a cumulative GPA of 4.0
- Participate in community/school activities, athletics, or school clubs.
- Provide service to the community.
- Demonstrate positive citizenship.
- Demonstrate strong character.
- Detailed information is available on Martino/Liberty Websites.

Students will document the above categories and provide an evidence of completion packet to the NJHS faculty council. The NJHS faculty council will review the forms and consider all evidence packets for approval/denial into the National Junior Honor Society. Detailed information is available on Liberty and Martino Junior High School websites.

OUTDOOR EDUCATION

Our district sponsors a fifth grade outdoor education experience. The educational purpose of this outdoor experience is to reinforce our science curriculum. It provides important bonding time with our students at a crucial point in their educational process.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are officially held each year after the first grading period and then as needed by either the parent or the school beyond this official time. Every effort is made to accommodate parents' schedules for these important conferences. Employers must grant a parent's request for a reasonable time away from work to attend a parent/teacher conference (See School Visitation Rights section).

PHYSICAL EDUCATION (K-8)

The physical education program is designed to meet the growing needs of all children. Activities are selected to suit the developmental needs of the child. The activities are planned and presented in sequential form. Both team and individual sports and activities are included during the year. A wide range of activities are presented for the purpose of giving each student an opportunity to be successful and to stress total physical development.
Pupils enrolled in the public schools in the State of Illinois shall be required to engage in the physical education program as established by the particular school. (Illinois School Code, Section 27-6). Failure of a student to comply with the established regulations may result in disciplinary action.

PERMISSION TO BE EXCUSED

Students will be excused from physical education for the year only upon presentation of a physician's certificate to the principal. This statement will be placed in the school files.
Students who are to be excused from PE activities for a period of 1 or 2 days must present a written note signed by the parents. Students with parental excuses are required to dress in complete uniform for class (7-8). Students to be excused for a period of time longer than the two days must present a written statement from a physician.

Students with a physician's statement on file are not required to "dress" (7-8) during the time of the excuse, but are required to complete an assignment issued by the Physical Education teacher. During the final exam by the physician, the student should obtain a written release statement to return to physical education. This release must be presented to the instructor before the student resumes participation in the program. Students with excessive excuses will be dealt with on an individual basis.

PHYSICAL EDUCATION EXEMPTION

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

1. The student (a) is in grades 3-12, (b) their IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. The student (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Students may be excused from physical education courses based on medical or religious prohibitions, including fasting. Excusal requests based on medical prohibitions should be in writing and include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions, including fasting may be in writing and should include a signed statement from a member of the clergy corroborating the religious basis for the request. Students who have been excused from physical education shall return to the course as soon as practical.

DRESSING REQUIREMENTS FOR PE (PREK-6)

All students in grades PreK-6, must wear gym shoes and be dressed appropriately for the specific activity being conducted.

Students should place all valuables such as rings, earrings, watches, bracelets, wallets, etc. in a safe place during the time they are in PE class. Under no circumstances are these items to be worn during the time students are actively engaged in physical education.

LOCKERS (7-8)

Students are assigned a locker for the purpose of storing PE uniforms and personal articles used in conjunction with physical education activities. Lockers are the property of the school district, and school personnel may open them at any time. At the junior highs, combination locks are supplied free of charge. A replacement fee will be charged for the replacement of a lost or broken lock. In the event that required articles are lost through carelessness and cannot be found, it will be the responsibility of the student to replace these items as soon as possible. Students are not to tamper with or open another student's locker or share combinations with anyone else.

LOCKER ROOM SAFETY (7-8)

The importance of practicing safety in the locker room cannot be overemphasized. No running, pushing, or other horseplay will be tolerated. No glass bottles are allowed.

REQUIRED ITEMS (7-8)

The required items for PE are a regulation school PE suit, white socks, and gym shoes. Warm clothing is to be worn over the PE suit on cold days when classes are outside (fall and spring only.) Every item of the PE uniform must be plainly marked on the outside with the first and last name of the owner. Use a marker that is waterproof and will not wash out. Gym shoes are to be worn in PE. All students in grades 7-8 must be in complete uniform daily unless a physician's statement is on file. Students who forget or lose their uniform are required to rent a clean uniform from the instructor for the day if one is available. The cost to rent a uniform is $1.00 for a shirt and $1.00 for shorts. The uniform must be returned at the end of class. Students may not bring clothing from home to substitute for the regulation uniform.

PRESIDENTIAL AWARDS

Liberty and Martino Junior High Schools participate in the President's Education Awards Program. This program has existed since 1983 and is focused on honoring outstanding student achievement and hard work. The Presidential Award for Educational Excellence is given to eighth grade students who meet the following criteria.

A. Grade Point Average – Students must have maintained at least an A- average on their report card in 7-8 grade.
B. Standardized Achievement Test – Students must achieve at the 85th percentile or higher in math or ELA on the PreACT.

Final determination of award requirements will be made once achievement testing results are returned in the spring. Students are notified at Graduation practice and recognized as a group at the graduation ceremony.

PROMOTION POLICY (GRADES 7-8)

Students in seventh and eighth grades must earn a cumulative grade point average for the year of 1.00 (out of 4.00) to be promoted or graduate. Eighth graders must also pass a constitution test and meet yearlong behavior expectations before they qualify for a diploma and participation in the graduation ceremony. Students who fail to earn a 1.00 cumulative average will be considered for retention on an individual basis.

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

JUNIOR HIGH GRADUATION RECOGNITION

In an effort to promote academic excellence, New Lenox School District 122 will collectively recognize students who have earned an A or A- cumulatively over the course of 7th grade and the first trimester of 8th grade at the eighth grade graduation ceremony. The move coincides with a trend towards using grading to denote what skills students have mastered rather than as a way to sort and rank them.

READING SUPPORT PROGRAM

The District provides reading support programs for students in all grades who are experiencing challenges in reading. These programs vary from grade to grade. Parents whose children qualify for these programs will be notified and will be asked to assume a vital role in partnering with the school staff to foster their child's reading success.

TITLE I – PARENT AND FAMILY ENGAGEMENT

The district maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. See Board Policy 6:170.

DISTRICT-LEVEL PARENT AND FAMILY ENGAGEMENT COMPACT

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain:

(1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and

(3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT COMPACT

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain:

(1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

RECESS

If the outside temperature and/or wind chill is 15 degrees or less or the heat index is 100 degrees or above (according to weather.gov), children will be kept indoors for recess. Other conditions affecting recess will be determined per building at the discretion of the building principal or designee.

If a child must stay indoors for recess for medical reasons, we request a separate note for each day. However, we will accept a doctor's note requesting a child to stay indoors for an extended period of time. We reserve the right to request a note from a doctor if a child brings a note every day to stay indoors during recess periods.

RETENTION

A child is retained only if it is determined that the retention process would be in the best interest and be of direct benefit to the student. The teachers who have the child in the academic subject areas, along with the principal, and building team, will make the recommendation regarding retention. Per policy 6:280, parents will be contacted for a conference several weeks before the end of the school year regarding the possibility of their child's retention.

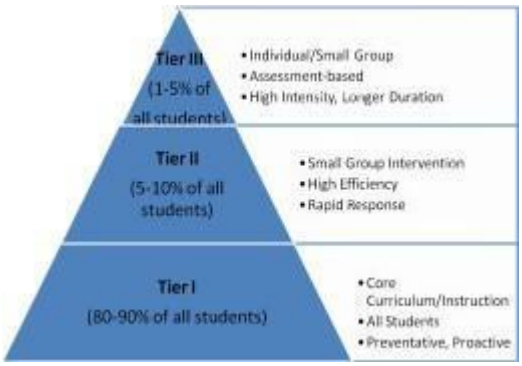
MULTI TIERED SYSTEMS OF SUPPORT (MTSS)

MTSS is a regular education initiative of providing high quality, scientifically validated instructional practices based on learner needs. The process monitors student progress and adjusts instruction and interventions based on the student's response and rate of success. In the event that a student does not

make appropriate gains during Tier III, a special education domain may occur.

If a child would benefit from this support during his/her school day, the classroom teacher will contact the parent/guardian to review the process.

Below you will find the pyramid that depicts the MTS process:



TESTING PROGRAMS

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

1) aimswebPlus – Grades K-8 (ELA, Math)
2) PreACT– Grade 8 (ELA, Math) TerraNova Achievement Tests - Grades 3-7 (ELA, Math)

District Assessments:

1) aimswebPlus – Grades K-8 (ELA, Math)
2) PreACT 8/9 – Grade 8 (ELA, Math)
3) TerraNova Achievement Tests - Grades 3-7 (ELA, Math)

State Assessments:

1) IAR – Grades 3-8 (ELA, Math)
2) ISA – Grades 5 & 8 (Science)
3) KIDS Assessment – Grade K (ELA, Math)
4) DLM Assessment – Grades 3,4,6,7 (ELA, Math), Grades 5,8 (ELA, Math, Science)

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

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

- Encourage students to relax on testing day.

Parents/Guardians will be notified of testing dates in advance. The results of all testing are available to parents.

The PreACT 8/9 data and demographic information is shared with the high schools to assist with high school placement.

TUTORING

We will provide the parents with a list of teachers who are available for tutoring when requested. District #122 personnel will not recommend a specific tutor. During the school year, we discourage teachers from tutoring their own students.

DISCIPLINE

In establishing guidelines, rules, and procedures for student discipline, the administration recognizes that all disciplinary situations must be dealt with on an individual basis. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at anytime.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to the school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere (including online), 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.
5. During periods of E-Learning.

The administration may take into account such factors as age, prior discipline history, the severity of the action, or result/possible results of the action in considering appropriate discipline. Corporal punishment is not permitted. An accurate record of the offense and disciplinary action will be maintained by the administrator. Referral to law enforcement officials will be made when appropriate.

DUE PROCESS

Students must be provided due process before their right to a public education can be restricted or denied for disciplinary reasons. In plain language, "due process" means that the student (or their parent/guardian) has a right to a fair and impartial proceeding before discipline or punishment is imposed, as well as the right to appeal to a higher authority if they don't agree with the discipline proposed.

STUDENT BEHAVIOR

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend a 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:
    - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered medical

cannabis infused product under *Ashley's Law*).

- Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
- 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- 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.
- "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, a 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.
- Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

emergency that threatens the safety of students, staff, or other individuals..

4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
6. 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.
7. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property, or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public-school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

DISCIPLINARY MEASURES

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

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

ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

BUS CONDUCT AND DISCIPLINE

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

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

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

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

CHEATING AND PLAGIARISM

Cheating and plagiarism are dishonest and unacceptable behaviors. Cheating is not doing your own work and showing what you have learned. Plagiarism is using the ideas or writing of another as one's own without giving credit to the writer. Examples of cheating or plagiarism include: copying work from other students, using any materials or notes not allowed by the teacher, using material without citing the source, and/or having a copy of the test from another student or an online version of the test. Students caught will receive a consequence.

DETENTIONS (4-8)

Detention is one consequence for misbehavior. Students may be kept after school after notice is given to parents to arrange for transportation home. Transportation will NOT be provided by the school district. Detentions are supervised by a staff member.

Special assignments, homework, or other appropriate schoolwork must be done at this time. For situations that may result in a detention consequence, see DISCIPLINE.

A student who fails to report to detention will be subject to further disciplinary action.

JUNIOR HIGH DISCIPLINE

CLASSROOM DISCIPLINE

Classroom discipline at the junior high level is based on the "Four Step System." When a student is disruptive to the educational environment, a "step" is assigned. Each step has a specific consequence as outlined as follows:

Step #1: Verbal Warning
Step #2: Written Consequence
Step #3: Parent/Teacher Conference (by phone or in person) Step #4: Office Referral

Each junior high teacher utilizes the step system and is responsible for keeping individual records of steps for each of their students. Steps are not cumulative; therefore, all students begin at step zero at the start of each grading period.

The step system is designed to address minor disruptions to the educational environment. Some acts of behavior are considered "gross misbehaviors" (and fall under the "Severe Clause"). These behaviors

bypass the step system and can result in an automatic office referral. “Gross misbehaviors” include, but are not limited to, the following:

- Disrespect
- Insubordination
- Harassment
- Bullying
- Fighting
- Vandalism
-

A student can only receive one step per class per day. If a student receives a step and continues to disrupt the class that day, the student will receive a “time-out.” If the student continues to disrupt after a time-out, the student will receive an office referral (behavior termed “Continued Classroom Disruption”).

OFFICE DISCIPLINE

The administrator will keep a discipline record on each student who receives an office referral (i.e.: Classroom Disciplinary Report and Tardy Report) during a grading period. The consequences for each infraction increase in severity as infractions are accumulated. Students may receive an internal or external suspension on any infraction when deemed appropriate (fighting, etc.). As with the step system, students start at “Line Zero” (Step 0) at the beginning of each grading period.

SOCIAL SUSPENSION

Students who choose not to conduct themselves properly at after school events that are held in the building, or who habitually break school rules, will be placed on social suspension (not allowed to attend extra-curricular activities) for a specified length of time. Social Suspension does not interfere with a student’s participation on a team at an athletic event. Any 8th grade student who has been placed on social suspension in any 2 of the 3 trimesters of the year will not be able to attend the annual end of year Great America trip or end of year dance party. In addition, gross misbehavior over an extended period of time may require the student to forfeit the graduation ceremony. If your child receives a sixth (6th) discipline referral, internal suspension will be the consequence.

Being on social suspension means that the student cannot attend any school-sponsored or related social event or activity, dance, party, etc. which is held after the regular school day. Staying for a detention period is the only exception.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

The New Lenox School Board has adopted a policy to establish a process for the District to comply with Illinois State Law regarding the use of a behavioral intervention for students with disabilities. The procedures will promote the use of positive behavioral interventions and reduce identified inappropriate behaviors include the following components:

A. Designation of behavioral interventions by level of restrictiveness.
B. Procedures for the development of management plans for students having significant behavioral and/or emotional needs.
C. Procedures for the documentation of emergency use of restrictive interventions.
D. Provisions for parent involvement.
E. Provisions of professional development.

The Illinois State Board of Education material on the use of behavioral interventions for students with disabilities will be used as a guideline.

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 their disability.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT (see also Harassment)

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

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

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

Bullying includes cyber-bullying 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. Cyberbullying includes: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.[2]

Bullying may take various forms, including without limitation one or more of the following: harassment,

threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Parents and students will be asked to affirm their commitment to keeping New Lenox School District 122 bully free. By signing the handbook agreement, you are acknowledging your commitment to our anti-bullying compact.

The district's entire policy on "Prevention of and Response to Bullying, Intimidation, and Harassment" (PRESS 7:180) is included as an attachment to this handbook.
https://v3.boardpolicyonline.com/b/new_lenox_122/s/68639

AGGRESSIVE BEHAVIOR REPORTING

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

The school will not punish anyone because they made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a
student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior
includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or
other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior. Any questions can be directed to the non-discrimination coordinator/complaint manager.

CORPORAL PUNISHMENT

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

DRESS CODE/PERSONAL APPEARANCE

Research and experience have shown that student conduct, school goals, personal pride, and self-respect are related to personal appearance and mode of dress. Clothing that is disruptive to the educational process will not be tolerated. It is the responsibility of the parents to see that their child is

dressed in a manner which reflects good taste, good judgment, safety, and is not disruptive to the educational process. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities.

No student shall wear, or bring to school, any clothing that displays inappropriate language by sign, symbol, or depiction which refers to any drug, tobacco, alcohol, gang, or sexual innuendo.

Coats, jackets, gloves, sunglasses, hats, and other outerwear may not be worn in the building. Undergarments may not be visible. Students must wear shirts (covering skin in the front, back, and sides under the arms), pants/jeans, or the equivalent, and appropriate footwear at all times. Discrimination based on student hairstyles that are historically associated with race, ethnicity, or hair texture is prohibited.

Students will be excluded from classes until arrangements for acceptable attire can be made, or appropriate clothing provided. Students will be given reminders/warnings prior to a phone call home.

DRUG/CHEMICAL ABUSE AND PREVENTION

The use of drugs including, but not limited to, alcohol, tobacco, inhalants, or e-cigarettes is not only a health hazard but is illegal. Students may not possess, dispense, or be under the influence of any drug/medication or other substance that is represented as a non-prescription controlled substance of any kind. The disciplinary action for violation of this policy may be:

1. Immediate suspension and/or
2. A recommendation to the Superintendent for an expulsion hearing to take place in accordance with the School Board Policy.

Drug prevention and healthy choices are promoted in District 122.

The District utilizes the services of professional detection canines for substance awareness and detection services. In an effort to ensure that New Lenox School District 122 remains a safe environment that is conducive to learning, School District Administration may authorize unannounced inspections utilizing non-aggressive contraband detection canines. Communal areas, lockers, gym areas, parking lots, grounds, and other select areas as directed by school officials, shall be subject to inspection.

GANG & GANG ACTIVITY PROHIBITED

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

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.

CANDY

Candy is unacceptable in all schools and on district buses. Candy may be eaten in the lunchroom, if it is part of a student's lunch.

HARRASSMENT AND TEEN DATING VIOLENCE PROHIBTED

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

SEXUAL HARASSMENT PROHIBITED (TITLE IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images is commonly known as "sexting" and is prohibited. 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, smartphone, or cellular phone.

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.

HARASSMENT PREVENTION AND PROCEDURES

Student safety and well-being is a priority. All buildings have incorporated Character Education and Bullying Prevention/Violence Prevention into the curriculum. Any type of harassment that is deliberate and/or repeated and conduct such as unsolicited verbal comments, written statements, gestures, or physical contact of a sexual nature will not be tolerated.

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. Faculty, parents, and students (victims or observers) all have the opportunity to file bullying or harassment reports to the school administration. Once a report is filed, a building administrator will begin the investigation by receiving a statement from the victim. In this statement, the victim will be asked to share any details that may be relevant to the situation (i.e., what was done, what was the context, who was a witness, etc.). After the victim's statement, witnesses (if applicable or necessary) will be brought in to make a statement. Lastly, the accused offender will be brought in for a statement.

After hearing all sides to the story, and gathering as much information as necessary, an assessment of the level of seriousness of the act is made. The building administrator, sometimes in collaboration with other
faculty members, is the one to make this assessment. The level of seriousness is determined by the frequency of the act (has it happened before), type of act (verbal or physical), setting of the act (public vs. private), and level of intent to hurt. Based on this assessment, an appropriate consequence is determined and assigned. The following is a list of consequences that may be assigned in bullying/harassment situations:

* Verbal Reprimand/Warning
* Classroom Consequence
* Parental Contact
* Detention
* Social Suspension (Junior High)
* Internal Suspension
* External Suspension

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

INVESTIGATION PROCESS

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

ENFORCEMENT

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.
Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary

action.

RETALIATION PROHIBITED

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Non-Discrimination Coordinator:

_____
Name

_____
Address

_____
Phone Number

_____
Email Address

Title IX Coordinator:

_____
Name

_____
Address

_____
Phone Number

_____
Email Address

Complaint Managers:[2]

_____
Name

_____
Address

_____
Phone Number

_____
Email Address

_____
Name

_____
Address

_____
Phone Number

_____
Email Address

MONEY

Students are asked not to bring large sums of money to school. All payments should be made by check whenever possible.

NON-TEACHING PERSONNEL

The office secretaries, aides, library clerks, tech clerks, custodians, bus drivers, crossing guards, playground supervisors are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown to all faculty members.

PLAYGROUND RULES

1. Follow the school rules.
2. No "rough stuff" on the playground; this includes all forms of contact games, and above all no fighting. "We were only kidding" will not be an acceptable excuse.
3. Pupils are not to bring bats or balls from home. Only Nerf-type or foam equipment is allowed.
4. Don't interfere with any organized games.
5. No throwing of stones, rocks, dirt, acorns, or anything other than a ball.
6. Stay out of mud and water. Walk around it, not through it.
7. No snowball throwing, stay off the ice.
8. When the bell rings/whistle blows, children should line-up and enter the building in an orderly manner when instructed by the supervisor...do not push or shove.
9. Boots must be worn outdoors in inclement weather and in the snow. We recommend separate shoes for the classroom.
10. Inappropriate language is not acceptable.
11. Share the playground equipment so all may have a chance to use it.
12. Stay in designated playground areas away from all parking areas.
13. Parents often tell their children to defend themselves at all times. While this philosophy may be necessary away from school, we ask students to go to the adult playground supervisor for assistance if a student begins to hassle them.
14. No form of vandalism or graffiti will be tolerated.

Any infraction of these rules may result in the loss of playground privileges and/or suspension/expulsion from school.

PROHIBITED ARTICLES

Students may not bring articles to school which are a hazard to their own safety, the safety of others, or interfere in some way with school procedure or the learning environment. These items include, but are not limited to, weapons (real or look-alike), pocket knives, matches, cigarettes or smoking materials, squirt guns, water spraying devices, or any type of laser pointer, film or printed material that would be considered inappropriate. Items that would be considered a distraction to the learning environment are prohibited (trading cards). These items will be confiscated if brought to school. Students will be dealt with according to the district discipline policy.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an

opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

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

STUDENT SEARCHES

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

SEIZURE OF PROPERTY

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

QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist/diagnostician, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SUICIDE AND DEPRESSION AWARENESS

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn, and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

Suicide and Depression Awareness and Prevention Program is designed to increase awareness and prevention. It is consistent with Ann Marie's Law.

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapons regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a Class 1 or Class 2 weapon to school and shall confiscate such weapon.

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

EMERGENCY PROCEDURES

CONTACT INFORMATION CHANGES

Any changes in:

- □ Employment phone number;
- □ Home phone number/Cell phone number; and/or
- □ Emergency contacts must be reported to the school your child attends.
- □ Any changes in an address will require proof of residency per district policy and must be reported to the District Office.

EMERGENCY CLOSING PROCEDURES

SPECIFIC PROCEDURES FOR DIFFERENT TYPES OF EMERGENCY CLOSINGS

A. Inclement Weather

All procedures will be followed; however inclement weather may create an emergency situation. In those cases, it may be necessary to dismiss students immediately. School personnel will make every possible effort to contact each child's parent or other contact person.

B. Individual Building (inoperable for a few hours)

1. General procedures will be followed where applicable.
2. Every effort will be made to contact each child's parent or other contact person prior to regular school dismissal time.

3. Bus transportation of students to other schools will be used if they are unable to remain in their own school.
4. It is the responsibility of the building principal to see that all students are housed in safe facilities within the remaining schools in the district. Students and teachers will be placed in an area which will best facilitate typical educational procedures.

C. Individual Building – Immediate Evacuation
Individual buildings must be evacuated immediately (storm damage, fire, gas leak, etc.) The same procedure as explained under Plan B will be followed.

In an effort to provide for the safety of the students at all times, School District 122 has developed a plan for emergency school closings. The primary goal of this plan is to inform parents that their child will be returning home at a time earlier than usual. It is important that the most current emergency contact information is provided to your school's office. The procedures are as follows:

PRIOR TO THE SCHOOL DAY

In case of inclement weather, a School Messenger message will be sent as soon as the decision to cancel school is made. Parents may also listen to radio stations **WJOL (1340AM), WBBM (780AM),** or **WGN (720AM).** There are also websites: **www.EmergencyClosings.com** or **www.nlsd122.org**. Please do not call the transportation department. Radio broadcasts will be made at regular intervals. Due to the fact that road and weather conditions must be evaluated early, in order to make a decision about closing school and to get communications out prior to the time buses are prepared to depart, one of two plans (A or B) may be utilized.

PLAN A - WHEN SCHOOL WILL BE CLOSED ALL DAY

This will be employed when weather conditions are very severe, and an early decision can be readily made to close school.

PLAN B - WHEN SCHOOL BEGINS ONE HOUR LATER THAN REGULAR, SCHEDULED STARTING TIMES

All bus routes and pick-ups will be one hour later than the regular, scheduled starting times. This plan will enable us to avoid hazardous conditions that may exist due to fog or icy roads in the early morning hours and enable us to operate the buses and the schools when conditions improve.

DURING SCHOOL DAY

1. At the PreK-8 level, all efforts will be made to contact the parents or other contact person before dismissing the students.
2. At the PreK-8 level, school personnel will report to the school's main office that have not been contacted.
3. In the event of school closure, all after school activities of any kind are cancelled.

SAFETY AND SECURITY

BUILDING DOORS AND CAMERAS

As part of our school safety plan, doors are locked at all times. All visitors must be buzzed into the building.

CONCEAL AND CARRY

A Licensee shall not carry a firearm on or into any building, real property, and parking area under the control of a public or private elementary or secondary school.

DROPPING MATERIALS/LUNCHES/SECOND PARTY DELIVERIES

Student materials and lunches should be dropped in the front vestibule for increased safety. Second party food deliveries are not allowed.

DRILL PROCEDURES

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

STANDARD RESPONSE PROTOCOL

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders.

HOLD IN YOUR ROOM OR AREA

There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

SECURE GET INSIDE, LOCK OUTSIDE DOORS

The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.

EVACUATE TO A LOCATION

Evacuate is called when there is a need to move people from one location to another for safety reasons. An on-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can’t be resolved quickly, the school may have to plan for early dismissal. An offsite evacuation may be necessary when it’s no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them.

SHELTER STATE THE HAZARD AND SAFETY STRATEGY

Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornadoes, earthquakes, hazardous materials situations or other local threats.

THREAT ASSESSMENT

Threats and acts of targeted school violence harm the District’s environment and school community, diminishing students' ability to learn and a schools’ ability to educate. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention

Program has been implemented and is reviewed regularly by the District's Safety Committee. The Threat Assessment Team utilizes a research-based threat assessment process to assess and intervene with individuals whose behaviors may pose a threat to safety.

UNSAFE SCHOOL CHOICE OPTION

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

EXTRA-CURRICULAR ACTIVITIES

BAND/ORCHESTRA PROGRAMS

District 122 has a band program beginning in grade 5 and continuing through grade 8. Students interested in band are tested at the end of 4th grade and participate in band during the summer prior to entering the 5th grade. An orchestra program begins in grade 5 continuing through grade 8. Private lessons are strongly encouraged for both programs.

A Band Booster Parent Association supports the instrumental music program in a financial, social, and educational capacity. Meetings are held throughout the year with scheduled programs.

ATHLETIC ACTIVITIES REQUIREMENTS FOR PARTICIPATION

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

1) A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-participation Examination Form," if appropriate.
2) A permission slip to participate in the specific athletic activity signed by the student's parent/ guardian.
3) Proof the student is covered by medical insurance.
4) Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

ATHLETIC RULES AND CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in District 122 athletic programs. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA

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

EXTRA-CURRICULAR/ACTIVITY FEES

Fees will be collected via PowerSchool.

CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

STUDENT BEHAVIOR

Students are encouraged to participate in extra-curricular activities sponsored by the school. Students should realize that all school rules are in effect while they are in attendance at a school sponsored extra-curricular activity. This applies to home and away situations.

While in attendance at such an activity, the students may not leave the building before the conclusion of the event unless they are accompanied by a parent or guardian. Parents/guardians are expected to provide transportation within 15 minutes after an extra-curricular activity ends. Failure to meet these expectations and requirements can result in a social suspension (Grade 7-8) or exclusion from future participation in the activity (Grade 4-6). Students must be in attendance during the day to attend an after school/evening function.

PARENT/SPECTATOR BEHAVIOR

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event at our home school or away activities may be ejected from the event they are attending and/or denied admission to school events for up to one year, at the discretion of the Superintendent or his/her designee.

Examples of unsportsmanlike conduct include:

* using vulgar or obscene language;
* possessing or being under the influence of any alcoholic beverage or illegal substance;
* possessing a weapon;
* fighting or otherwise striking or threatening another person;
* failing to obey the instructions of a security officer or school district employee; and
* engaging in any activity which is illegal or disruptive.

The Superintendent may deny future admission to any person by delivering or mailing a notice, sent by certified mail. The notice will include;

1. A description of the unsportsmanlike conduct; which would include the time, date and place that it occurred; and
2. The proposed time period that admission to school events will be denied.

PHYSICAL EXAMS FOR ATHLETIC PARTICIPATION (Grades 4-8)

No student shall be permitted to compete in a try-out, practice, or game unless such student has filed with the Athletic Director a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such tryout, practice, or contest in any athletic activity. No student shall be allowed to participate following a disabling illness or injury with a physician's release.

GENERAL INFORMATION

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS

A notice will be provided, in writing, to parents, teachers, and employee organizations of inspections, response actions, and post-response action activities. The Asbestos Management Plan must include a description of the steps the District has taken to notify these individuals and organizations as well as a dated copy of the notification. In addition, the management plan must be kept in each school and district administrative office and must be available for inspection during normal business office hours, without cost or restriction. Please see Appendix C for the Asbestos Hazard Emergency Response Act Annual Notification Letter.

BACKPACKS

Backpacks should be easy to carry by the student. Backpacks on wheels need to be small enough to hang on hooks and not pose a danger when transporting. Junior High students are required to place backpacks in lockers during the school day. Backpacks on wheels will not fit in the Junior High lockers.

CELL PHONE LAW

The "No Cell Phones in a School Zone Law" (Senate Bill 72) took effect January 1, 2010. According to the new law: "A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone." This extends to the school parking lots, as well.

COMMUNICATION

District 122 is dedicated to providing open communication with parents. In order to work collaboratively to resolve any concerns or issues, please follow these lines of communication. If a concern or issue arises, please contact the classroom teacher first, then the building principal, then the Superintendent, at the District Office.

SCHOOL MESSENGER

New Lenox School District 122 utilizes the communications service, School Messenger, to communicate with parents. The School Messenger service is used to notify parents of school events, school closings, emergencies, attendance, among other things. The messages are sent via telephone, cell phone, email, and/or text message.

ENGLISH LEARNERS

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

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

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

FAITH'S LAW

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

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. Policy 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest can be accessed on the District's website.

INVITATIONS AND GIFTS

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

LOCKED BUILDINGS

After the dismissal bell, the doors to all wings of the buildings will be locked. The custodians have been instructed not to reopen these doors. Students who are staying after school for a supervised activity must take their coats and books with them to the assigned area. Students may not return to their locker or classroom. Front doors will be locked when the office closes for the day, except those buildings housing before/after school child care and/or Park District programs. In those cases, rooms and/or wings may be locked. After office hours, textbooks may be found at the New Lenox Public Library.

LOCKERS (7-8)

Each junior high student will be assigned a locker, and may only use that assigned locker. Lockers are the sole property of the school district and are provided for use by students as a convenience. Please be advised that school personnel may open lockers at any time. Lockers are assigned at the beginning of the school year for the entire year. Lockers should be kept locked at all times. All personal items and books are to be kept in lockers when they are not in use for your class. Students are not to tamper with or open another student's locker or share combinations with anyone else. Lockers are not to be altered in any way to be unsecured/easily opened (i.e., preset, jam the mechanism, or alter the mechanism in any way.) Do not deface lockers in any way; no tape, glue, stickers, or writing of any kind is permitted on the inside or outside surface of the locker. A discipline referral and/or monetary charges may be consequences for the above. No exterior decorations are permitted on lockers at any time (for birthdays, sports, activities, or clubs.) Magnets must be used to secure decorations on the interior of your locker. The school is not responsible for lost/stolen items.

LOST AND FOUND

Students are responsible for their own coats, books, gym clothes, etc. The school cannot be held liable for lost or stolen items. Parents are requested to label all coats, books, hats, PE uniforms, etc. with the student's full name. Returned clothing and books may be claimed in the lost and found area. Valuables may be claimed in the office.

LUNCHES

Lunches are available at all New Lenox Schools for grades 1-8. Milk is included with each lunch. Information regarding ordering and payment for lunches is disseminated for families through building level communications.

Children who meet the federal guidelines are eligible for free or reduced-price meals. Household size

and income are the criteria for determining eligibility. To apply for the free and/or reduced lunch program, parents must:

- Apply online through the District website at www.nlsd122.org, go to "Parent and Students", "Lunch Program" and click on the link to download the form.

If you are unable to access the Internet, hard copies, as well as Spanish versions are available at the District Office.

****Parents' lunch accounts must remain current for students to continue participating in the box lunch program.**

MANDATED REPORTERS

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

OFFENDER COMMUNITY NOTIFICATION LAWS

As required by state law, parents/guardians may request information about sex offenders and violent offenders against youth. This information is available to the public and can be found at:

The Illinois Sex Offender Registry on the Illinois State Police's website at: https://isp.illinois.gov/Sor/OffenderRegistration
or
The Illinois Statewide Child Murder and Violent Offender Against Youth Registry on the Illinois State Police's website at:
https://isp.illinois.gov/MVOAY

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

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

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

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

A violation of this law is a Class 4 felony.

PESTICIDE APPLICATION NOTICE

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

POWERSCHOOL

Parents are provided online access to information regarding their students' registration, absences, and grades through the PowerSchool portal. Each parent is provided with a user ID and a password to

access student information. If a parent misplaces their login information, they should contact the District Office at (815) 485-2169.

SCHOOL OPERATION DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include E-Learning and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and E-Learning instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or E-Learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the E-Learning learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune

   system or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures

if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding
    a. your child's education, health, or safety.

SCHOOL VISITATION RIGHTS

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

STUDENT PRIVACY PROTECTION

The district has adopted and uses several policies and procedures regarding student privacy, parental access to information, and administration of certain physical examinations to students. Copies of these policies are available on the website.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

New Lenox School District 122 follows the requirements of FERPA and School Board Policy 7:15 to protect student's privacy. FERPA is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's education records, and gives them some control over the disclosure of the information in these records. FERPA generally prevents an education agency or institution from sharing student records, or personally identifiable information in these records, without the written consent of a parent. The sale and marketing of student personal information is prohibited.

SURVEYS BY THIRD PARTIES

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

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

SURVEYS REQUESTING PERSONAL INFORMATION

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

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

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
8. Income other than that required by law to determine program eligibility

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

TEACHER QUALIFICATIONS

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

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

VIDEO AND AUDIO MONITORING SYSTEMS

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

VISITORS

Anyone visiting the building must enter at the school office. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors must show a state I.D. to be scanned. They will then receive a printed badge. Badges are to be worn where it is clearly visible. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. We do not allow students to bring visitors with them to class. Parents are welcome to schedule an observation in their child's classroom throughout the year. However, observations are discouraged the first two weeks and the last two weeks of the school year.

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

There are no visitors allowed during lunch and/or recess due to privacy and safety issues for all students. If a parent wishes to celebrate their student's birthday at lunchtime, we encourage the parent to sign the student out and take them for a special lunch outside of the building and return the student after lunch.

VOLUNTEERS

New Lenox School District #122 operates an extensive parent volunteer program. Parent volunteers serve in all of our schools and provide valuable assistance to both students and teachers. We utilize volunteers
for, but not limited to:

1. Classroom volunteer
2. Clerical/Copy volunteer
3. LRC volunteer

4. Special Projects (Art, Memory Book, etc.)

Parents are encouraged to become involved in their child's education. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. Each school will conduct a volunteer sign up at the beginning of the school year. In order to promote building safety, all volunteers must sign in and out and are required to wear a visitor badge and follow the visitor ID guidelines while in the building. Volunteers are required to complete a volunteer information form and a waiver of liability in order to begin volunteering each year. This form can be found on the district website. If you choose to volunteer at multiple sites you are required to complete a form at each site. **Please do not bring other children/siblings while volunteering.**

HEALTH AND RELATED INFORMATION

Certified school nurses, RN or LPN, provide health services for the district. Health services include providing health assessments and screening, health instruction, counseling, and referral for students, parents, and staff; developing procedures and supervising care of the injured and sick; promoting and assisting in the control of communicable disease; coordinating the vision and hearing screening program and assisting in the formation of health curriculum, policies, and goals for the school district.

In the absence of the school nurse or RN/LPN, the school secretaries manage first aid and medications. The school secretaries are trained in First Aid and CPR.

ACCIDENTS

Should an accident occur at school/on a bus, the standard procedure is:

1. First aid is given.
2. The parent or guardian is notified if the accident warrants their attention. In some instances, notes are sent home with the student.
3. An accident report is completed.

Parents should ensure that the school has all necessary phone numbers. If both mother and father are employed, the telephone number of the place of business, or relative, will suffice. If the family or guardian cannot be notified or if the medical situation warrants it, emergency medical services will be contacted.

STUDENT ACCIDENT INSURANCE

Parents who do not have their own health insurance are encouraged to purchase student accident insurance which helps cover medical costs resulting from accidental injury while traveling to or from school or at school. Elementary school districts in Illinois are not required to carry insurance policies that make payments for students who are injured as a result of normal school activities. Information and insurance applications are available online under the registration section of the NLSD122 website. If you choose not to purchase this optional insurance coverage, please be aware that your personal medical insurance policies will be responsible for all claims involving your children which occur during normal school activities. The school district will not be responsible for any portion of costs resulting from a school related accident. Please also review Board Policy 7:300 regarding Extracurricular Activities and the requirement to provide proof of insurance coverage.

APPOINTMENTS - MEDICAL

In order to avoid losing valuable education time, try to arrange doctor and/or dentist appointments for your children after school hours or on Saturday. If it is necessary to take your child out of class, please send a note with him/her that day stating the time your child is to leave for the appointment. Upon returning, the student must report to the office and sign in. In order for such an absence to be considered excused, a

doctor's note must be provided.

BASIC HEALTH PROCEDURES

The School Nurses of New Lenox School District follow the recommended practices and procedures of the Illinois Department of Public Health, which are set forth by the Illinois State Board of Education and the Illinois Nurse Practice Act.

STAYING HOME

A child should stay home for 24 hours after any of the following have occurred:

1. Fever of 100.4 degrees or above
2. Vomiting or diarrhea
3. Being placed on an antibiotic by the doctor

The twenty-four-hour time period allows for an antibiotic to take effect or for a sick child to fully recover. Returning to school too early benefits no one and keeps the cycle of illness going.

EMERGENCY CONTACTS

It is essential that these phone numbers be kept current and that only people who are readily available be listed.

ASTHMA

Inhalers should be kept at school for any student who is at risk for a breathing problem to develop. Even if you feel that your child's symptoms are mild and only occasional, there is still potential for serious symptoms to develop quickly. Students may carry an inhaler if the prescription label for the inhaler and a signed parental permission form is on file in the health office. The prescription label must contain the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered.

ALLERGIES

If your child has allergies, please notify your child's school nurse.

FOOD ALLERGIES

In accordance with the Food Allergy Guidelines as outlined in Public Act 96-0349, the following are the general procedures that the district schools will follow to provide for the safety of students with food allergies.

Students with food allergies must have an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form on file with the school nurse. The form must be completed by a licensed health care provider and the parent/guardian. It is the parent/guardian responsibility to submit the form and the emergency medication to the school health office prior to the student attending school.

Individual student emergency medications will be kept in the school health office in order to provide for consistency in managing food allergy emergencies. Illinois law allows a student to self-carry epinephrine. It is recommended that if a parent/guardian chooses to have the student self-carry the epinephrine that the parent/guardian provides an additional dose to be kept in the school health office.

The school district is unable to guarantee prevention of exposure to food allergens in school but will strive to promote an allergy aware environment. The school team will make every effort to provide for the safest environment for the child with food allergies by instituting the following practices.

SCHOOL DAY

PRESCHOOL THROUGH GRADE 3

1. Allergy aware signs will be placed on the door of the classroom in which the child attends. The sign will not include the child's name in order to protect the child's identity. The sign will list the allergens present among the students in that classroom.
2. If the allergic child's parent requests, at the beginning of the year, a note will be sent home to the parents of the students in the class asking them to be aware of a food allergy in the class when packing their child's snack.
3. Snack Procedures – Students with food allergies will be allowed to wash their hands and will be assisted with wiping the eating surface prior to eating snack. The teacher may request that the allergic child sit away from a child who brings a snack with an allergen.
4. Lunch Procedures
    a. An allergy aware table will be designated in the lunchroom. The table will be marked and will post a sign with the types of food allergies present in the building.
    b. Lunch monitors will check the allergy aware table and move children as necessary to avoid exposure to allergens.
    c. Allergy aware tables will be washed down with separate cleaning supplies than those used on other tables.
    d. Children with food allergies may sit with the general population if the parent desires.

GRADES 4-8

1. Snack – Students in grades 4-8 travel between classrooms throughout their school day and may not have a snack in a consistent location or at the same time each day. Children with a food allergy will be allowed to wash their hands and wipe their eating surfaces prior to eating snack. Students may request to eat separately from other children who have a snack that may contain a food allergen. Teachers may also request that allergic children relocate eating locations to provide for safety.
2. Lunch – There is not typically a table designated for students with food allergies in these grades. If developmentally appropriate, a student with a food allergy may request special seating if desired. If the child cannot make safe decisions due to his/her developmental level, the lunch monitor will supervise the student's lunch table to reduce potential exposure to food allergens.

FIELD TRIPS

1. PRESCHOOL THROUGH GRADE 3

a. Emergency medication will be carried by classroom teacher
b. Allergic child will be required to be chaperoned by a classroom teacher unless a parent or adult designated by the parent accompanies the child.

2. GRADES 4-8

a. Child may self-carry emergency medication if the team and parent feel that it is developmentally appropriate for the child to do so.
b. If a child is unable to self-carry emergency medication, a teacher will carry the medication and the allergic student will be required to be chaperoned by the classroom teacher unless parent or adult designated by parent accompany the child.

AFTER SCHOOL EVENTS

1. Students will be required to self-carry emergency medication as the medications in the health office are inaccessible after school hours.
2. If the coach, club supervisor, or parent feels that the student's developmental level makes it dangerous to allow student to self-carry, then the coach or club supervisor will be responsible for carrying the medication.

USE OF EPINEPHRINE IN SCHOOL

Epinephrine may be kept in the health office or the student may self- carry the epinephrine. If a parent or health care provider feels that the student should self-carry the epinephrine, the following is required:

1. Written authorization from the parent/guardian for self-administration.
2. Written authorization from the student's physician, physician's assistant, or advanced practice nurse.
3. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstance under which the medication is to be administered OR a written statement from the physician, physician's assistant, or advanced practice nurse containing the name and purpose of the epinephrine, the prescribed dosage, and the time at which or the special circumstances under which the epinephrine is to be administered.

ACCESS TO EPINEPHRINE IN SCHOOLS

Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine

auto-injectors for students who have forgotten their epinephrine at home or who do not have a known allergy. A school nurse or personnel appropriately trained in the administration of emergency epinephrine may administer epinephrine to any student that they, in good faith, professionally believe is having an anaphylactic reaction and who does not have an Emergency Action Plan in place. Parents have the right to opt out of the administration of epinephrine being available to their child.

Each school in the New Lenox School District 122 currently has stock epinephrine in the health office. However, the supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. If your child has a known allergy that requires emergency medication such as epinephrine, it is in your child's best interest to provide that medication to the school**.**

EXEMPTION FOR LIABILITY

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur ***no liability*** for the administration of epinephrine, provided the school nurse acted in good faith when administering the epinephrine to a student who they professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred.

Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

EXCUSES FOR PE

If your child has an illness or injury that will keep them out of PE class a written doctor's note, including diagnosis and length of time the child will need to be excused.

FEMININE HYGIENE

Illinois law requires that districts make feminine hygiene products available, at no cost to students, in the bathrooms of school buildings. Sanitary napkins are available in the school bathrooms and tampons are available in the health office.

VISION AND HEARING SCREENING

Vision and Hearing Screening is performed as mandated by Illinois law. Vision screening is performed for preschool, kindergarten (if a vision exam is not submitted), second grade, and eighth grade students, special education students, new students to the district, and for any student upon request of parents or teachers. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the

previous 12 months. Hearing screening is performed for preschool, kindergarten, first grade, second grade, and third
grade students, special education students, new students to the district, and for any student upon request of parents or teachers.

COMMUNICABLE DISEASE POLICY

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

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

RASHES

Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a doctor's note stating the diagnosis before the child can return. This is required by the health department as some serious illnesses (scarlet fever, measles, chicken pox) are accompanied by a rash and need to be reported.

PINK EYE (CONJUNCTIVITIS)

Can be allergic, viral, or bacterial in nature. Any child with symptoms of conjunctivitis (swollen eyes, red eyes, itching, drainage from eye) will need a doctor's note with a diagnosis to return to school. If antibiotic drops are started, the child needs to be on them for 24 hours before returning to school.

HEAD LICE

Our head lice management procedure is obtained from recommendations and research findings from the American Academy of Pediatrics and the National Association of School Nurses. A child who is identified to have the presence of live lice in their hair will be sent home for treatment. The child may return to school the following day but must be brought to school by the parent and checked by the school nurse for the presence of lice. The child may return to the classroom if no live lice are found. The presence of nits (eggs) does not necessarily indicate an active infestation of lice and therefore children may remain in the school with the presence of nits in their hair.

The nurse will not perform routine head checks in the classroom, but parents may request that the nurse check their child's head if desired.

DIABETES

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate
e. directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the School Nurse.

HEAD INJURY PROCEDURE

When a student receives a head injury at school the staff will make every attempt to notify the parents by phone. Most head injuries are minor and the child returns to class after a short period of observation with an ice bag application to the site of the injury at this time.

The student is told to return to the office if they become ill or have any further symptoms. Students with serious head injuries will be referred for medical care or transported by emergency service and the parent will be notified.

MEDICATION

Our District's Board of Education has adopted a strict medication policy and requires a Student Medication Authorization Form to be completed by the physician and parent for any medication to be taken in school, including prescription as well as over-the-counter medications. Students may use cough drops with written permission from parents. A note for cough drops is good for five days.

In order to ensure the safety of all students, children may not bring his/her medications to school on the bus with the exception of inhalers and epinephrine (see section regarding Asthma and Allergies above). If a child brings/carries medication without proper authorization, it may result in disciplinary action. Parents/guardians should bring the medication to school, in the original container, with the student's name on it, and give it directly to the building secretary or nurse.

ADMINISTRATION OF MEDICATIONS IN SCHOOL

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form." The use of homeopathic treatments including essential oils do not require a physician prescription and are therefore not allowed to be administered during the school day.

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

Although most students will be self-administering medication, please be aware that a certified employee or school secretary will be supervising your child's self-administration and that we will do everything we can to ensure your child's safety. If you feel that your child is not capable of self-administration under supervision, you must contact that school nurse to make alternate arrangements. Please be sure that all medication is brought to school in the original package or an appropriately labeled container. If you prefer that your child, not be aware of how to open childproof caps, you may request a regular cap from your pharmacist for at-school use.

1. Prescription medications shall display:
   (1) Student's name
   (2) Prescription number
   (3) Medication name/number

(4) Administration route and/or other directions
(5) Date and refill
(6) Licensed prescriber's name
(7) Pharmacy name, address and phone number
(8) Name or initials of pharmacist

2. Over-the-counter or non-prescription medication shall be brought to school with the manufacturer's original label, the ingredients listed, with the student's name affixed to the container and given to the office. Vitamins are not allowed at school.

Parents must bring all medication to the school office. Students should not bring any medication, prescription/non-prescription, to school themselves. No medications are allowed on the bus. Should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, the student will be required to receive an additional note from the attending physician that must be on file. Medications will be stored in a safe place in the nurse's office. If a child brings/carries medication without proper authorization, it may result in disciplinary action.

The school nurse will review each medication request and approve the administration of all medications. Any questions regarding the administration of medications should be directed to the school nurse.

SELF ADMINISTRATION OF MEDICATION

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
Students with epilepsy may possess and self-administer supplies, equipment, and medication if authorized by the student's seizure action plan, which must be on file with the school.
Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or medication required under a qualifying plan.

UNDESINGATION MEDICATIONS

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).
However, the supply of emergency asthma medication is not intended to replace the asthma medication prescribed to students with a known diagnosis. If your child has a diagnosis of asthma that requires medication it is in your child's best interest to provide that medication to the school. Parents have the right to opt out of the administration of emergency asthma medication being available to their child. Each school in the New Lenox School District 122 may have stock asthma medication in the health office.

EMERGENCY AID TO STUDENTS

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

DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the IL Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. Any designated caregiver must be at least 21 years of age to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or school
bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH.
2. Copies of the registry identification cards are provided to the district, and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

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

HEALTH EXAM REQUIREMENTS (AS REQUIRED BY THE ILLINOIS SCHOOL CODE)

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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. An appropriate medical professional must sign the schedule and statement of medical reasons.

EYE EXAMINATION

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

DENTAL EXAMINATION

All children entering 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. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

EXEMPTIONS

A student will be exempted from the above requirements for:

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

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

REGISTRATION/ENROLLMENT PROCEDURES

Pupils entering our schools must present a copy of an official birth certificate and a completed health record including all dates of required immunizations in compliance with state laws.

To be eligible for admission to Kindergarten, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if they attended a non-public preschool, continued on at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

DIRECTORY INFORMATION

State and federal law authorizes the New Lenox School District to release "directory information" concerning your student to members of the general public unless you object to such release. Directory information includes a student's name, address, gender, photographs and grade level, academic achievement and awards, degrees and honors, and information regarding participation in school-sponsored events and activities.

If you do not want the School District to disclose directory information about your child, you must log into

the PowerSchool system and complete the Directory Information opt out form. If you have any questions about directory information, please contact your building principal.

STUDENT RECORDS

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

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians certain rights with respect to the student's school records in accordance with Policy 7:340.

CUMULATIVE RECORDS – CONFIDENTIALITY

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. No records will be released to any outside agency without the written permission or notice to the parent. The parent has the right to inspect, copy, and challenge the information contained in their child's school records.

Types of information that may be contained in the school records are as follows:

A. Permanent Records
   1. Academic Transcripts
   2. Attendance Records
   3. Accident reports and health records

B. Temporary Records
   1. Standardized test scores
   2. Family background information

Upon transfer or graduation from New Lenox School District 122, school officials will forward the permanent student records to the respective school district in which the student has enrolled. Temporary records which are no longer relevant to the student's education such as previous special education records will be retained by New Lenox School District 122 no longer than 5 years after the student has transferred, graduated, or otherwise permanently withdrawn from the district. Parents or students (18 years or older) may obtain their records prior to destruction by contacting the district office. Any permanent record retained by the district will be retained for 60 years.

ENTRANCE DATA

Whenever a child enters the New Lenox School District 122 Schools for the first time, a general health record, family, and school history form must be completed, giving us data for our records. Data collected is kept in the child's cumulative record folder, which is maintained from kindergarten through eighth grade, thus providing a continuous record of academic, social, and general growth. Additionally, the family must prove residency in accordance with the residency administrative procedures.

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

The Board of Education establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit

due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver pursuant to Board Policy 4:140.

Registration fees are established by the Board of Education on an annual basis. Families wishing to establish a payment plan should contact the Business Office at (815) 485-2169. The District uses USDA guidelines to determine if a student is eligible for a fee waiver.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for federal free meals programs. The Superintendent will give additional consideration for fee waivers when one or more of the following factors are present: (1) illness in the family, (2) unusual expenses such as fire, flood, storm damage, etc.…,
(3) unemployment, (4) emergency situations, and (5) when one or more of the parents or guardians are involved in a work stoppage. The waiver form can be found on our district website.

We encourage families to pay school fees in full before the start of each school year. There is an option to pay one half of the current school fees at the time of registration with the other half then being due on February 15th of each school year.

If a student has a school fee balance of more than $117.50, that student's online returning student registration access will be locked. The family will need to come into the District Office to first discuss the past due balances and to discuss entering into a payment terms agreement before their access to register online is unlocked.

If a family has past due balances, their student schedules and bus assignments will not be mailed out in August. The parents will have to come into District Office and discuss a payment terms agreement in order to receive the schedule and assignments.

The school district will pursue legal collection action if an effort is not made by the family to pay down past due balances through an approved payment terms agreement.

Musical instruments will not be loaned to students until they first pay the $150 rental fee.

If you believe you may qualify for a school fee waiver, please contact the NLSD122 Business Office for more information regarding the application process.

Residential parent or guardian is responsible for all school fees despite any legal circumstances involving non-custodial parents.

HUNGER-FREE STUDENTS' BILL OF RIGHTS ACT

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

HOMELESS CHILD'S RIGHT TO EDUCATION

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

1. continuing the child's education in the school of origin for as long as the child remains

homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Homeless students will have equal access to educational opportunities and will not be segregated. For support and services information, contact the District Homeless Liaison at (815) 485-2169.

TRANSFER FROM DISTRICT 122

The District Office should be informed as soon as possible of a plan to transfer from District 122. All books must be turned in to teachers before leaving. Transfer papers are processed through the District Office and/or building offices.

NOTIFCIATON OF RIGHT TO REQUEST AN INTERPRETER

All parents have the right to request an interpreter present at IEP meetings. To request an interpreter, please contact your child's case manager. In addition, you have the right to request that the interpreter serve no other role in the IEP meeting than as an interpreter. If you have questions or concerns regarding the interpretation services provided at your child's IEP meeting, please contact Director or Special Education.

SPECIAL ACTIVITIES/ORGANIZATIONS

DANCES (7-8)

Faculty chaperones are present at all dances. The junior high schools subscribe to and maintain a closed campus with regard to its dance/party attendance policy. A closed campus policy means that students are allowed to attend school sponsored dances or parties only at their home school, unless otherwise designated. All school rules, including the school discipline code and dress code, are in effect during school-sponsored dances. ***Parents are expected to pick their child up on time***.

FIELD TRIPS

Written permission by a parent or guardian is required for participation of students in all field trips. Return permission slips promptly or by deadline indicated in order for your child to participate. Only District 122 staff, students, and designated chaperones are allowed to ride buses on school-sponsored field trips. Field trips are an extension of the school day. School rules and consequences apply and any misconduct may result in not attending future trips.

PARENT TEACHER ORGANIZATION

New Lenox has an active and efficient P.T.O. The organization sponsors many valuable activities for both the students and the parents. These activities have added significantly to the programs in our district. Membership information is sent home early in the school year. Parents are urged to participate in the group and may join at any time. More information can be found on the District website.

PARTIES (PREK-6)

Two holiday parties are to be held during the last hour of the school day in October and December. Holiday parties will be limited to a total of 5 adult helpers including the head room parent, with the exception of Cherry Hill and Spencer Trail Schools. Due to the supervisory responsibilities, please do not bring other children to the party.

For Halloween parties:

A. The decision to wear costumes is to be determined by each building.
B. In keeping with safety:
    1. Shoes must be worn at all times.
    2. No look-alike weapons or dangerous accessories are allowed.

3. No costumes depicting violence or that are disruptive to the learning environment are allowed.

C. No child is required to bring or wear a costume or mask.

SPECIAL EDUCATION SERVICES

The New Lenox School District provides the following services/programs (and any other specialized interventions required by law) for students beginning at age 3 who are eligible under the following:

Intellectual Disability	Deafness	Developmental Delay
Orthopedic Impairment	Deaf/Blindness	Autism
Specific Learning Disability	Emotional Disability	Multiple Disabilities
Visual Impairment	Other Health Impairment	Traumatic Brain Injury
Hearing Impairment	Speech and/or Language	Impairment

A comprehensive case study is required prior to a student receiving special education services. Special education services are provided by the New Lenox School District.
If you have any questions or would like a copy of the Rules and Regulations set forth by the Illinois State Board of Education, please contact the school psychologist/diagnostician at your child's building. A copy of the parent rights is also available on the New Lenox District 122 website.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

COUNSELING AND GUIDANCE SERVICES

The New Lenox School District offers a comprehensive program of counseling and guidance services for all students. Our social workers are prepared to assist children through the various states of physical, emotional, and social development. The main goal is to help children reach their potential and achieve the most from their educational experience.

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

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

LEGAL NOTICE FOR PUBLIC BENEFITS/INSURANCE

Notice will be provided to parents of children with disabilities of all of their legal protections when public agencies seek to access public benefits or insurance (e.g., Medicaid) to pay for services required under the IDEA.

OBSERVATION

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

For further information, please contact the school principal.

PUNS DATABASE

The Department of Human Services maintains a statewide database known as PUNS that records information about individuals with intellectual disabilities or developmental disabilities who are planning for or seeking services. The state uses the data to select individuals for services as funding becomes available., to develop proposals and materials for budgeting, and to plan for future needs. Parents of children with intellectual and developmental disabilities may enroll their child in the PUNS database. The school district's PUNS designees are the building social worker. If you have questions about how to register for the PUNS database, please contact the building social worker.

SECTION 504

Students may be eligible for protection under Section 504 of the Rehabilitation Act of 1973, if they have a physical or mental impairment that substantially limits one or more major life activities; have a record of such impairment; or are regarded as having such impairment. Under Section 504, the handicapped child should receive an education that is comparable to the education provided to children who are not handicapped. In addition, students with disabilities who do qualify for an IEP may qualify for services under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activity, has a record of a physical or mental impairment, or is regarded as having a physical or mental impairment. Inquiries regarding the identification, assessment, and placement of such students should be directed to the Director of Special Education (815) 485-2169, 102 S. Cedar Rd. New Lenox. To make education comparable, Section 504 plans often include classroom accommodations and modifications.

STATE SCHOOLS FOR STUDENTS WHO ARE DEAF, HARD OF HEARING, OR BLIND

Notice will be provided to parents of children who are deaf, hard of hearing, blind or visually impaired of the existence and services of the Illinois School for the Deaf or the Illinois School for the Visually Impaired, including their admission criteria and contact information. This notification shall include without limitation information on school services, school admissions criteria, and school information.

RELATED SERVICE LOG

The district maintains records that document the delivery of related services administered under the child's individualized education program (IEP) and the minutes of each type of related service that has been administered. Parents and guardians have the ability to request copies of their child's related service logs. Please direct any request for a copy of your child's related service logs to your child's case manager or related service provider.

NOTIFICATION OF RIGHT TO REQUEST AN INTERPRETER

All parents have the right to request an interpreter present at IEP meetings. To request an interpreter, please contact your child’s case manager. In addition, you have a right to request that the interpreter serve no other role in the IEP meeting than as an interpreter. If you have questions or concerns regarding the interpretation services provided at your child’s IEP meeting, please contact the Director of Special Education.

RECORDS REVIEW
Parents/Guardians have the right to review and copy their child's student records prior to any special education eligibility or individualized education program review meeting subject to the requirements of applicable federal and state law.

TECHNOLOGY

USE OF ARTIFICIAL INTELLIGENCE
"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CARE AND USE OF SCHOOL AND TECHNOLOGY EQUIPMENT
Our buildings and equipment represent a considerable investment on the part of the citizens of New Lenox School District 122. The faculty and administration insist upon careful and prudent use of school property. Only through the cooperation of the student body can this be accomplished.

Students or persons guilty of deliberate marring, defacing, or reducing the worth or usefulness of property will be held responsible for repairs or replacement of damaged equipment and face further disciplinary action.

DIGITAL RESOURCES FOR CURRICULUM PURPOSES
The student's likeness, voice, image, and name will be used in various class projects in conjunction with District 122 approved apps, software, websites, and programs for educational purposes, per the New Lenox School District 122 Media Consent and Release Form.

ELECTRONIC DEVICES
The use of electronic devices and other technology at school is a privilege, not a right. Students are allowed to bring cellular phones to school with parental permission. Students must have these items turned off and stored when on a school bus and on our school campus. These items may only be used at designated times and in locations determined by each building principal. Any student violating these guidelines will be subject to disciplinary action including losing the privilege to bring these items to school.

Electronic games or music devices (iPod, MP3, DS, PSP, iTouch, iPhone, etc.) are allowed at school or on buses with building administrator and parental permission.

Again, all devices are to remain turned off, in student's locker (7-8) or backpack (1-6) unless the principal or principal designee grants permission. New Lenox School District 122 is not responsible for lost or stolen electronic devices.

TECHNOLOGY

INTERNET ACCEPTABLE USE POLICY

New Lenox School District has a policy on use of the Internet at school. In order for a student to utilize the Internet, parents must read and discuss the Acceptable Use Waiver form with their children. By signing the handbook agreement, you are acknowledging your commitment to our Internet Acceptable Use Standards Policy. Any misconduct may result in disciplinary action.

STUDENT EMAIL USAGE

The School District provides email to students as an educational tool. The student email system, and its constituent software, hardware, and data files, are controlled by New Lenox School District 122.

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

INTERNET CURRICULUM

All students in Grades Pre-K-8 will be engaged in age-appropriate curriculum on Internet Safety, as required by Illinois Law. Students will receive instruction on such topics as follows:

- Safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of communication on the Internet.
- Recognizing, avoiding, and reporting online solicitation of students, their classmates, and their friends by sexual predators.
- Risks of transmitting personal information on the Internet.
- Recognizing and avoiding unsolicited or deceptive communications received online.
- Recognizing and reporting online harassment and cyber-bullying.
- Reporting illegal activities and communications on the Internet.
- Copyright laws on written material, photographs, music, and video.

SOCIAL MEDIA (e.g., FACEBOOK)

New Lenox School District 122 will also utilize social media, such as Facebook, Instagram, and Snapchat (but not limited to) to communicate with parents. Facebook will also post information notifying parents of school events, school closings, emergencies, attendance, among other things.

SOCIAL NETWORKING

New Lenox School District 122 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that directly affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences.

Inappropriate use of technology includes harassment, sexting, use of school name, remarks directed to or about teachers, administration, or students, offensive communications, and safety threats. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.

"***Cyber Bullying" includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person, sending or posting inappropriate and hurtful digital messages, digital pictures, or web postings.***

New Lenox School District 122 does not actively monitor student use of technology off campus, and it is therefore the responsibility of the parent to ensure ethical use of technology off campus and during non-school hours.

Individuals who believe they have been the victims of such misuses of technology should not erase the offending material, but should print a copy of the material and report the incident to the school principal. Students of New Lenox School District 122 are strongly discouraged from using social networking websites such as, but not limited to, Facebook, Twitter, SnapChat, or Instagram.

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

In addition, parents are reminded of Facebook's Terms of Use Policy that includes these three provisions listed in their Statement of Rights and Responsibilities:

- Users will not "bully, intimidate, or harass any user,"
- Post content that is hateful,
- Use Facebook if you are under 13.

In addition, as noted under "bullying", parents and students are encouraged to affirm their commitment to keeping New Lenox School District 122 bully free by signing a Parent/Student/Staff/Board of Education School Bullying Compact, which is inclusive of social media networking.

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals

- or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

RIGHT AND PROCEDURES FOR REVIEWING STUDENT COVERED INFORMATION

Parents may request to inspect and review their student's covered information. Requests for reviewing records must be made in writing and include the date of the request, the parent's name, address, phone number, student's name, and the name of the school from which the request is being made. The District has Requests for Inspect, Copy or Challenge forms available. Completed forms should be given to the Assistant Superintendent. Parents will be required to provide proof of identity and relationship to the student before access to the covered information is granted.

The District shall provide an electronic copy of the records within 10 business days of receiving a request for the covered information. If a parent requests a paper copy, the District will charge .35 cents per page. No parent will be denied a paper copy due to an inability to pay.

A parent may make a request to review and receive copies of covered information no more than two requests per student per trimester.

Parents may request corrections of factual inaccuracies contained in their student's covered information. The District will review the request, determine if an inaccuracy exists, and if so, will make any necessary corrections within 90 days of the request. If the correction needs to be made by the Illinois State Board of Education or a District's vendor, any necessary corrections will also be made within 90 days of the request and the District will notify the parent of any necessary corrections within 10 days after receiving confirmation of the corrections.

If a parent requests the deletion of any covered information, the District will review the request to determine whether such a deletion would violate the law or result in the student being unable to participate in the District's curriculum.

Parents may also consult the District's procedures on reviewing and challenging student records if the covered information also constitutes student records.

TRANSPORTATION SERVICES

The Board of Education has established a transportation policy that provides free bus service for students living more than 1 1/2 miles from their assigned school or in a designated hazard zone, excluding kindergarten. Paid transportation is available to all other students and must be contracted on

a full school year basis at the established rate. All kindergarten students will be bused without charge regardless of address. Special transportation is available based on a student's IEP.

Bus stops will be located at corners whenever possible.
Walking distance to bus stops will be:

1-3 Grade no more than one block
4-6 Grade no more than two blocks
7-8 Grade no more than three blocks (one block equals one tenth of a mile)

Target student ride times on the bus are:
Kindergarten 35 minutes
1-6 Grade 40 minutes
7-8 Grade 45 minutes

Students will be transported to school from one location/bus stop and from school to one location/bus stop. Pick up and drop off locations must be consistent on a daily basis.

Students will ride their assigned bus only. Students are not permitted to ride a different bus. Students who ride the bus to school are expected to ride the bus home. The purpose of bus service is to take students to and from school. Students are not allowed to ride the bus to after school activities such as staying at a friend's house, Scouts, music lessons, etc.

School bus riders are under the supervision of the school bus driver. It is the driver's responsibility to provide for the safety of all riders. Since the school bus is viewed as an extension of the classroom, it is the student's responsibility to behave accordingly. The right to ride the bus is conditioned on a student's good behavior and observance of the rules. Misbehavior/misconduct by a student will be reported to the proper school authority for disciplinary action. Please refer to the discipline action section should you have questions.

NLSD122 STUDENT DROP-OFF PROCEDURES

Kindergarten students must have an approved adult present at the bus stop before the driver will allow the student to leave the bus. If an approved adult is not present at the bus stop, the driver will follow standard procedures to address the situation (see below). This procedure applies to all Kindergarten age students on NLSD122 routes; including St. Jude students.

Students older than Kindergarten will be dropped off at the bus stop with or without an approved parent present. (1st grade and older: bus driver will let the student get off the bus whether an approved adult is present or not.)

NLSD122 KINDERGARTEN PARENT PICK UP/DROP OFF PROCEDURE

Parents are asked to have someone present at the bus stop five minutes prior to the assigned bus pick- up and drop-off time.

In the event that the child does not have someone waiting for them at the drop-off time, the procedure is as follows:

- The bus driver will radio the transportation department, requesting transportation call the home to alert the family that the bus is at the stop.
- If there is no answer, the transportation department will utilize additional phone numbers to contact

  parents to let them know that there is nobody at the bus stop.
- If nobody is available to get the child off of the bus, transportation will notify the school that the

child will be coming back to the building.
- The transportation department in partnership with the school will call all of the emergency numbers until someone has agreed to pick up the child from school.

This procedure applies to all Kindergarten age student on any NLSD122 bus route.
- Including St. Jude

RULES AND REGULATIONS FOR STUDENT RIDERS

1. Students will board and depart the bus only at their designated bus stop or school. Students are to be at their assigned bus stop five minutes before the scheduled pick-up time. Drivers cannot wait for tardy students. If the bus is late, students should not wait longer than 15 minutes past the scheduled pick-up time before returning home.
2. All students are to go directly to their assigned seat upon boarding the bus, sit down, face forward, and stay seated until reaching their destination. Students should not sit on top of their legs, feet, or personal belongings. Students are expected to sit up in their seat so that the bus driver can see them.
3. The aisles must be kept free of all items at all times. Personal belongings must be kept securely in the students' laps at all times. The rear emergency door is to be used only in the event of an actual emergency and/or in a safety drill.
4. Students crossing the road with the bus driver's assistance must wait for the driver's signal to cross, walk out 10 feet from the front of the bus, and upon reaching the shoulder turn back toward the bus walking along the shoulder to reach the bus. This "10 feet in front of the bus" is a safety cushion so that drivers do not lose sight of the smaller students and ensures that all students can clearly see the driver's signal that it is safe to cross.
5. Students not crossing the road are to stand 5 feet back and not approach the bus until it has come to a complete stop and the door has opened. When disembarking at the bus stop, students should move 5 feet away from the bus and wait for the bus to leave the bus stop. Students who leave the bus stop at the time the bus is leaving get lost in the "blind zones" around the perimeter of the bus and are in danger of getting hurt.
6. Students who take medication daily at school must not bring it to school on the bus. Parents must take medication to the school and give it directly to the building secretary or nurse. However, should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, the student will be required to receive an additional note from the attending physician that must be on file.
7. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. (See Bus Discipline Section.)

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

have

alternative transportation to school.

Video and audio cameras may be active on busses to record student contact and may be used for the purposes of investigation into misconduct or accidents on the bus.

Parents having transportation concerns should contact the Transportation Coordinator at (815) 717-3100.

WELLNESS POLICY

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. No food or candy may be brought in for student's birthdays or holiday parties. Teachers may provide food for curriculum usage or special events as long as parent permission is granted. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy. For the full School Wellness Policy 6:50, visit www.nlsd122.org.

Appendix A

New Lenox School District 122

Anti-Bullying Compact-Student and Parent/Guardian

We the Students/Parents of (School Name) agree to work together to stop mistreatment at our school.

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying— or any combination of these); it involves an imbalance of power and is often repeated over a period of time. The bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group.

Common behaviors attributed to mistreatment include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

We believe that no one deserves to be mistreated and that everyone regardless of race, color, religion, immigration status, nationality, size, gender, popularity, athletic, academic, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Not engage in verbal, relational, physical bullying, or cyber bullying.
- Be aware of the school's anti-bullying policies and procedures.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been victimized by bullies.
- Speak out against verbal, relational, physical bullying, and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.
- Be a good role model.

By signing the handbook agreement, you are acknowledging your commitment to our Anti-Bullying Compact.

Appendix A-1

7:180 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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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 (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* 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.

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and 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, (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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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 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.

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 Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

   Nondiscrimination Coordinator:

   Dr. Liza Bruni, Associate Superintendent

   Haven Administrative Center

   102 South Cedar Road

   New Lenox, IL 60451

   lbruni@nlsd122.org

   815-485-2169

Complaint Managers:
Dr. Liza Bruni, Associate Superintendent
Haven Administrative Center
102 South Cedar Road
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815-485-2169

Mr. Robert Groos, Business Manager/CSBO
Haven Administrative Center
102 South Cedar Road
New Lenox, IL 60451
rgroos@nlsd122.org
815-485-2169

Title IX Coordinator:
Dr. Liza Bruni, Associate Superintendent
Haven Administrative Center
102 South Cedar Road
New Lenox, IL 60451
lbruni@nlsd122.org
815-485-2169

4. Consistent with federal and State laws and rules governing student privacy rights, the parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
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**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
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, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is 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 publicly accessible 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 be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development,* the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

        i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
        ii. If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary;
        iii. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 2:265, *Title IX Grievance Procedure.* Any person may use this policy to complain about sexual harassment in violation in Title IX of the Education Amendments of 1972.
    c. 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.* Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
    d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
    f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    i. 7:190, *Student Behavior.* This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    j. 7:310, *Restrictions on Publications; Elementary Schools*. This policy 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.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act. 775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§1.240, 1.280 and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: November 19, 2014

REVISED: December 20, 2017, February 18, 2020, October 20, 2020, January 18, 2022, February 21, 2023, June 11, 2024, February 18, 2025, June 17, 2025

Appendix B

ACCEPTABLE USE STANDARDS:

AUTHORIZATION FOR ACCESS TO ELECTRONIC NETWORKS AND INFORMATION SERVICES AND NOTICE OF DIGITAL LEARNING TOOLS AND APPLICATIONS USED STUDENT USER AGREEMENT (UPDATED 5/14/2025)

AUTHORIZATION: I understand and agree that my child will abide by Board of Education Policy 9:00, the Internet Acceptable Use Policy outlined in the Student Handbook, and any other rules or guidelines by my child's school or its employees or representatives regarding the use of the District's electronic networks, devices, and information services. I understand that the District and its employees, officers, and other representatives may access and monitor any use of the District's electronic networks, devices, and information services and may save or download any material therefrom without notice to the user. I further understand that should any user violate the policies, procedures, rules, or guidelines governing the use of the District's electronic networks, devices, and information services, the District may suspend or revoke that user's access and may take other appropriate disciplinary or legal action. I understand that it is my responsibility to review the relevant policies, procedures, rules, and guidelines and to educate my student about his/her responsibilities thereunder and ensure my student complies at all times. In consideration for my child's ability to use the District's electronic networks, devices and information services, I hereby release the District and its Board, Board members, employees, officers, representatives, and agents from any and all claims, demands, actions, complaints, suits, and other forms of liability that shall arise out of or by reason of, or be caused by, the student's use of those networks and services.

NOTICE: The District uses a wide variety of digital learning tools and applications to promote student learning. In order for students to use some of these programs and services, certain personally identifying information such as the student's name and grade must be provided to the website operator. Under federal law, the website operator must provide certain notifications to and collect parental consents from parents before collecting certain personal information from children under the age of thirteen. The law permits schools to consent on behalf of all of its students, however, where the website operator agrees to only use personal information provided for the school's benefit, and not for any commercial purpose, including marketing or advertising. This eliminates the need for the website operator to obtain consent from parents directly. By signing the Handbook Agreement, you agree that you have received notice that the District consents on behalf of parents as allowed by law to share personal information about your student such as first name, last name, and grade to such website operators.

Parents acknowledge the Acceptable Use Policy when they sign off on the handbook.

Appendix C
Annual AHERA Notification Letter