

Fremont School District 79



Parent/Student Handbook

2021-2022

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Mundelein, IL 60060
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Mission Statement

The mission of Fremont School District 79 is to provide a quality education that prepares today's child for tomorrow's world.

Table of Contents

District Directory.....4

General Information.....5

- Vision Statement
- Disclaimer
- School Hours
- Office Hours
- Admission Requirements
- School Improvement Days and Institute Days
- Non Attendance Days
- Lunch Program
- Recess
- Birthdays
- Nutrition Break
- K-5 Class Parties
- Visitors
- Lockers
- School Property and Personal Effects
- Lost and Found
- Supply Lists
- Before and After School Care
- School Zone Policy
- Tobacco and Alcohol Policy

Attendance, Promotion and Graduation.....7

- Attendance
- Absences
- Tardies
- Reporting Student Progress
- Progress Reports and Report Cards
- Parent/Teacher Conferences
- Fremont Middle School Honor Roll
- Homework
- Helping with Homework
- Make-Up Work
- Vacations
- Home and Hospital Instruction

Communication.....9

- Change in Daily Schedule
- Transportation Changes
- Contact Information Changes
- Distribution of Materials
- Messages to and from Parents
- Messages from School
- Questions - Who to Ask?

Student Fees and Waivers.....10

- Fines, Fees, and Charges
- Waiver of Student Fees
- Media Center

Student Transportation and Parking.....10

- Bus Expectations
- Bus Conduct
- Bus Stop Discipline System

- Bus Suspension for 10 Days or More
- Electronic Recordings on School Buses
- Student Drop Off and Pick Up/Parking

Health, Medical and Safety.....12

- Health Requirements
- Immunizations
- Dental Examinations
- Vision Examinations
- Illness
- Illnesses Occurring at School
- Communicable Diseases
- Life Threatening Allergies
- Medical Needs of Students
- Medication
- Administering Medicine to Students
- Vision and Hearing Screenings
- Restrictions from Any Physical Activities/Recess
- Child Abuse
- AED
- Emergency/School Closings
- Fire, Shelter in Place, Lockdown and Evacuation Procedures

Student Expectations and Discipline.....15

- Expectations
- PBS (Positive Behavior Support) PAWS Program
- Classroom Expectations
- Lunchroom Expectations
- Playground Expectations
- Dress Expectations
- Extra Curricular Expectations
- Possession of Portable Electronic Equipment
- Prohibited Student Conduct
- Disciplinary Measures
- Weapons
- Code of Conduct
- Gang Activity
- Bullying
- Preventing Bullying, Intimidation, and Harassment
- Cyberbullying
- Harassment of Students Prohibited
- Sexual Harassment Prohibited
- Teen Dating Violence Prohibited
- Detentions
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Due Process
- Corporal Punishment
- Physical Restraint
- School Violence Tip-Line

Search and Seizure.....26

- Search and Seizure
- School Property and Equipment as well as Personal Effects Left There by Students
- Search of Students
- Seizure of Property
- Questioning of Students Suspected of Committing Criminal Activity

Access to Student Social Networking Passwords & Websites	
Curriculum, Instruction and Assessment.....	27
Testing Information	
NWEA's Measures of Academic Progress (MAP)	
Illinois Assessment of Readiness (IAR)	
ACCESS for English Language Learners	
KIDS Assessment	
Cognitive Abilities Test (CogAT)	
Media in School	
Field Trips	
Assemblies	
Inspection of Instructional Materials	
Instructional Programs and Services.....	28
Class Options	
Preschool Screenings	
Preschool Program	
Reading Programs	
Enrichment and Gifted Programs	
English Learner Program (EL)	
Response to Intervention (RtI)	
Problem Solving Team (PST)	
Social Emotional Learning and Interventions	
Summer Programs	
Athletics and Extracurricular Activities.....	30
Intermediate and Middle School Intramurals	
Middle School Athletics	
Athletic Statement of Philosophy	
Middle School Athletic Eligibility	
Clubs	
National Junior Honor Society	
Dismissal from National Junior Honor Society	
Student Council	
Band	
Intermediate School Vocal Music Program	
Middle School Vocal Music Program	
Middle School Dances	
Special Education.....	33
Identification of Special Education Students	
Special Education Assessment	
Qualified Interpreters At IEP Meetings	
Special Education Programs and Related Services	
Behavioral Intervention for Students with Disabilities	
Service under Section 504 of the Rehabilitation Act of 1973	
Student Records and Privacy.....	35
Records	
Permanent Records	
Temporary Records	
Challenge to Records	
Release of Records	
Student Directory Information	
Non-Custodial Parental Rights	
Surveys of Private Information	
Internet, Technology and Publications.....	37
Acceptable Technology Use Policy	
Yearbook and Pictures	
Publications of Students Names, Photographs, Videos or Works	
Non-Consent Publicity Release and Waiver Form	
Student and Parental Rights.....	37
Expression of Concerns	
Resolution of Concerns	
Equal Educational Opportunities	
Sex Equity	
Procedures for Grievances	
Custody Arrangements	
Teacher Qualifications	
Homeless Child's Right to Education	
Sex Offender and Violent Offender Notification Law	
Pesticide Application Notice	
School Visitation Rights	
School-Parent Compact	
Parental Involvement.....	40
Parental Involvement/Volunteer Program	
Parent Teacher Organization (PTO)	
Fremont Education Foundation (FEF)	
Appendix A	41
Acceptable Technology Use Procedures for Students	
Appendix B	44
Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act	

District Directory

<u>Administration</u>	
Superintendent of Schools	Dr. Bill Robertson
Assistant Superintendent of Learning	Dr. Brian Bullis
Assistant Superintendent of Finance and Operations	Ivy Fleming
Director of Human Resources and Administrative Services	Allison Stempien
Director of Public Relations	Nick Brilowski
Director of Student Services	Dr. Jane Pedersen
Director of Educational Programs and Preschool Principal	Carol Bennett
Director of Buildings and Grounds	Dan Wagner
Director of Transportation	Keith Johnson
Director of Food Service	Barb Stout
Supervisor of Buildings and Grounds	Jason Carlson
Assistant Director of Transportation	Jill Wetteland

<u>Fremont Middle School</u>	
Principal	Krista Winkelman
Assistant Principal	Emily Loerakker
<u>Fremont Elementary and Intermediate Schools</u>	
Principal	Stefan Ladenburger
Associate Principal	Catherine Park
Elementary Assistant Principal	Andrea Wiklund
Intermediate Assistant Principal	Nicholas Atchley
<u>Lincoln Early Learning Center</u>	
Principal	Carol Bennett

General Information

Vision Statement

Fremont School District 79 will serve its community by providing an exemplary education focused on whole-child development, collaboration and fiscal responsibility.

Disclaimer

The school rules published in this handbook are subject to change to ensure continued compliance with federal, state, or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school.

School Hours

Early Childhood/Preschool

A.M.	9:00 a.m.-11:30 a.m.
P.M.	1:00 p.m.-3:30 p.m.

Kindergarten

All Day	8:50 a.m.-3:38 p.m.
A.M. Only	8:50 a.m.-11:45 a.m.
P.M. Only	12:45 p.m.-3:38 p.m.
Early Release	Dismissal at 2:08 p.m.

Grades 1 through 5

Normal Day	8:50 a.m.-3:38 p.m.
Early Release	Dismissal at 2:08 p.m.
Half Day	Dismissal at 11:50 a.m.

Grades 6 through 8

Normal Day	7:55a.m. - 2:43 p.m.
Early Release	Dismissal at 1:13 p.m.
Half Day	Dismissal at 10:55 a.m.

Office Hours

Fremont Elementary, Intermediate School 8 a.m.-4 p.m.

Supervision is not available for elementary and intermediate school students prior to 8:45 a.m. **Please do not drop students off before 8:45 a.m.**

Fremont Middle School 7:30 a.m.-3:30 p.m.

Supervision is not available for middle school students prior to 7:30 a.m. **Please do not drop students off before 7:30 a.m.** Any student arriving before 7:50 a.m. will need to go to the Middle School Den.

Admission Requirements

All students must be residents of Fremont School District 79. Two items proving residency will be needed when registering a child for school. A child entering kindergarten must be five years old on or before September 1 of the year that he or she enters kindergarten. The child's original birth certificate (issued by the county where the birth occurred) must be presented at the time of registration. Please note: the birth certificate that is provided at the hospital will not meet this

requirement. The copy provided to the school must have the official seal of the county and the signature of the courthouse clerk.

Upon registering a student for the first time, a school shall notify the person enrolling the student that, within 30 days, the parents must provide a certified copy of the student's birth certificate. Failure to provide a certified copy of the birth certificate or other documentation within 30 days requires the school district to contact the state police and inform them of the failure to comply. The district will notify the person enrolling the student that he/she has an additional 10 days to comply.

School Improvement Days and Institute Days

It is imperative for FSD79 teachers to continue to utilize best practices in teaching. Institute Days and School Improvement Days are used as time for professional development for teachers. Topics for the day focus on district goals and initiatives, building goals, and current educational practices.

Nonattendance Days

Nonattendance days are days that students are not in school.

Lunch Program

Every student will be issued an ID card with an imprinted barcode to be used to purchase lunch food items.

Payment for lunches can be made either with cash, check or credit card. For credit card payments, please go to the My MealTime website. There is an extra fee when paying online. Cash or checks should be sent to the student's school clearly marked with the child's first and last name. Checks should be made out to QUEST Food Service with the student's name indicated. Contact the QUEST food service office at (847) 388-3700 x3100 with any questions regarding school lunches. Students with a negative \$10.00 balance will be able only to purchase hot lunch and milk. **NO** a la carte items will be sold to the student until sufficient payment is received. **Any student lunch balance negative by \$15.00 or more will receive only a cheese sandwich and drink until the negative balance is paid.**

In the elementary school, parents are welcome to occasionally join their child for lunch in the cafeteria. In the Intermediate School, if a special occasion arises in which parents would like to join their child for lunch, please let the front office know, and a private place to eat will be provided. We ask that parents who eat lunch with their child leave prior to the start of indoor or outdoor recess.

Recess

All students in full-day kindergarten through grade 8 have a scheduled daily recess. Proper outdoor attire is expected. Students remain indoors during inclement weather or when the wind chill factor is below ten degrees according to the National Weather Service.

Birthdays

In order to promote healthy choices and support a culture of wellness in our schools, along with our concern for food allergies and childhood obesity, birthday treats **will not be allowed**. If food items are sent, they will not be served and will be sent home. The elementary and intermediate school welcomes other ways to celebrate birthdays that do not involve food. Please contact your school administrator for further questions.

Personal party invitations may not be distributed at school or on the bus.

Nutrition Break (Snack)

At the teacher's discretion, a daily nutrition break will be provided. Please send a nutritious snack to school with your child each day. Please also keep in mind specific allergies in classrooms. A note will be sent home informing parents/guardians of requirements for a particular class.

K-5 Class Parties

Classroom parties will be held for grades K-5 at Halloween, Winter Holiday, and Valentine's Day. Parents should contact the PTO to see how they can help. Parents who object to their child participating in class parties should contact the building principal. For the Halloween party, students are encouraged to wear age-appropriate costumes in which they can be dressed independently at school for a school party. Violence should not be depicted in any costumes. Make-up, masks and weapons are not permitted at school. Please direct all questions to the classroom teacher. **Due to possible liability and disruption of the academic environment, assigned volunteers are discouraged from bringing young children to class parties.**

Visitors (refer to policy 8:30)

Illinois State law requires that all visitors register at the school office upon entering the building. Visitors will need to show their driver's license or state identification card so the receptionist can scan it through the security system.

Upon registering, parents and visitors are expected to wear a visitor lanyard at all times while in the building. FSD79 provides a variety of activities for students, parents, and community members. We encourage parents to visit the

school; however, prior arrangements must be made. A parent wishing a conference with a teacher should call ahead to make prior arrangements. Teachers are not available to conference during instructional time. For the continuity of instruction and the safety of our students, it is important that visitors limit their stay at Fremont to the original purpose of the visit. **For security reasons, the building will not be open to pick up books and/or materials after school hours, including Right at School and any after school groups or clubs.**

Lockers

Students have their own lockers in which to store their coats, shoes, and backpacks. 1st through 5th grade lockers do not have locks.

- All lockers should be kept closed when not in use.
- Backpacks must fit in the child's locker. Backpacks on wheels are not allowed due to safety concerns.
- Students are discouraged from bringing and keeping valuables, including electronic items, in their lockers. Responsibility of the item remains with the student. The school is not responsible for any items that are lost or stolen.
- Students are prohibited from accessing other students' lockers.

School Property and Personal Effects

Lockers are school property and may be searched by school officials with or without student permission. The school will assume no responsibility for lost or stolen property. Students are discouraged from bringing items of significant value to school. Students who mar, deface, or damage books, furniture, buildings, or other property belonging to the school are required to reimburse the school for damages.

Lost and Found

Students are urged not to bring valuable items to school. Personal belongings, such as coats, boots, and book bags, should be marked with the student's name. Lost and found articles are placed in an area located near the cafeteria or in the front office. Students and parents are invited to periodically search the area for any lost items. All unclaimed items will be donated before the end of the year.

Supply Lists

School supply lists will be sent home by the end of the school year. Students need to bring the grade level specific supplies on Meet the Teacher Day. Classroom teachers may send home lists for additional supplies needed in their individual classrooms during the school year.

Before and After School Care

Fremont School District 79 does not offer childcare services. However, the school district does provide space for the child

care services provided by Right at School. This group provides a before school program, an after school program, and a program on days students are not at school.

School Zone Policy

The cooperation of everyone will help to ensure the safety of all students. Please drive with caution when entering our school zone. As a reminder, Fremont Center Road and all school parking lots are **hands-free cell phone zones** and **school zone speed limits apply**.

Tobacco and Alcohol Policy

The State of Illinois prohibits the use of alcohol and tobacco products (including e cigarettes) on school property.

Attendance, Promotion, and Graduation *(Board Policy 7:70)*

Attendance

Parents, guardians, or those having legal custody or control of students are responsible for their students' regular school attendance. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. The district shall not be liable for the educational progress of students who fail to maintain regular attendance or who are removed from the school for extended periods of time contrary to the law and good educational procedure.

Parents are encouraged to arrange appointments so that students do not have to miss school. On those occasions when it is necessary to pick a student up early, parents must sign out the student at the office. Parents are expected to send a note to the office at the beginning of the day stating that they will pick up their child early.

Absences

The Illinois School Code recognizes certain circumstances as valid cause for student absence. These include illness, death in the immediate family, family observation of a religious holiday, or concerns regarding the health or safety of the student. Specific attendance guidelines from the Illinois State Board of Education are:

Early Childhood, Preschool, and Kindergarten

- Students must be in attendance for at least 120 minutes (2 hours) or they are absent a full day.

Grade 1

- Children must be in attendance for at least 240 minutes

- Children arriving after 9:38 a.m. are absent a partial day
- Children arriving after 1:08 p.m. are absent a full day.
- Children leaving before 2:50 p.m. are absent a partial day. (or less than 120 minutes)
- Children leaving before 11:20 a.m. are absent a full day.

Grades 2-5

- Children must be in attendance for at least 300 minutes
- Children arriving after 9:38 a.m. are absent a partial day.
- Children arriving after 1:08 p.m. are absent a full day.
- Children leaving before 2:50 p.m. are absent a partial day. (or less than 150 minutes)
- Children leaving before 11:20 a.m. are absent a full day.

Grades 6-8

- Children arriving after 8:51 a.m. are absent a partial day. (or less than 150 minutes)
- Children arriving after 12:13 p.m. are absent a full day.
- Children leaving before 10:30 a.m. are absent a full day.
- If students are in attendance for any part of a period, they are counted as present for the entire period.

When a student is absent, state law requires notification to the school before 9am. Parents can call their child's school to leave a recorded message regarding their child's absence. If there is no call regarding the absence, the parent will be contacted by school personnel. Participation in afterschool activities on the day of an absence from school is not permitted **without approval from the building administration**.

After an illness, a child may not return to school unless he/she has been fever free for 24 hours. Also, if your child is on an antibiotic, he/she may not return to school unless he/she has been on medication for a 24-hour period as well as fever free for 24 hours. If a child has an illness that is considered contagious: i.e. strep throat, pink eye, chicken pox, lice, please contact the health office as soon as possible.

When a student misses school frequently, the following steps may be taken to promote better attendance:

- After 5 cumulative days of absence in a school year, a letter will be sent home to the parents/guardian.
- After 7 cumulative days of absence in a school year, the principal will meet with the student and will continue to monitor attendance. The principal will

also send a letter home to parents explaining that if the problem continues, the child will be referred to PASS (Positive Alternative Student Services). A parent conference may be scheduled to discuss the attendance.

- After 9 cumulative days of absence in a school year, the principal will meet with the student again. A call will be placed to the parents to discuss the problem. A letter will be sent home letting the parents know that their child will be referred to PASS. All absences will now be marked as unexcused if there is not a doctor's note.

Tardies

Students are expected to arrive on time for school and for their classes. Any student who arrives late (**after 7:55 for the middle school and 8:50 for the elementary and intermediate schools**) is considered tardy and **must report** to the school office to sign in. If a student in Grades K-5 arrives after 9:38 a.m, it is considered a partial day for attendance. If a student in grades 6-8 arrives after 8:51 a.m., it is considered a partial day for attendance. Parents or guardians should give a signed note to their child to be turned into the main office or call to explain the late arrival. Frequent unexcused tardiness may result in disciplinary action. Middle school students receiving three or more **unexcused** tardies to a class in a one-month period will be issued a major detention.

Reporting Student Progress

Parents/guardians shall be informed at regular intervals regarding the progress of their children in school.

The school district endorses the use of various avenues of communication with parents, including the following:

- Parent/teacher conferences, which shall be conducted on a regular basis, are an effective means of reporting student progress to parents/guardians.
- Student progress reports, which teachers shall submit to parents according to a regular schedule.
- Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged.

Parents will be notified as soon as there are indications that a student is doing unsatisfactory work in any subject or when a teacher notices a significant decline in a student's performance, i.e. a decline of two letter grades or more. Grades at the middle school are available online for parents to view.

Standardized test results, such as those produced in nationally normed achievement tests, i.e. Measures of Academic

Progress, are sent to parents. Additional copies of these score reports can be provided upon request.

In the case of parents who are separated or divorced, both parents may be informed of the progress of their children in school. When the superintendent receives a request from a student's parent/guardian for records, notices, or reports concerning the student, the superintendent or his/her designee shall direct the appropriate district staff member to answer such request. Such requested mailings shall be sent to both parents in the absence of any court order to the contrary. The superintendent shall establish the means through which this function is performed.

Progress Reports and Report Cards

Teachers inform parents of their child's progress through notes, homework papers, and/or test results. If you have any questions concerning your child's progress, please do not hesitate to contact his/her teacher directly.

Report cards are issued three times a year. In grades kindergarten through third, student progress is reported in a developmental, non-graded format. In grades four through eight, a child's letter grade is based on the percentage he or she earns throughout the term. Six weeks into the trimester, each middle school teacher will inform parents that it is halfway through the trimester and the student has a D, F, or has dropped two letter grades. Please check the online grades.

Parent/Teacher Conferences

Please contact the child's teacher at any time to discuss his/her progress. Individual parent/teacher conferences are scheduled in November and February to discuss student progress. The conference goal is to establish a cooperative relationship between schools and home so that the instructional process is successful. Additional conferences may be scheduled if the need arises. Parent(s)/teacher(s) may request that an administrator attend conferences.

Fremont Middle School Honor Roll

To be eligible for the honor roll, students must meet the following criteria when traditional grades are used:

- A Honor Roll - All grades on the report card must be a 4.0 GPA
- High Honor Roll - All grades must average 3.99-3.75
- Honor Roll - All grades must average 3.74-3.33

Please note, all classes are factored into the student's GPA but they are **not** weighted the same. The student's GPA is based on all classes, However, some related studies classes meet every other day and will earn partial credit. A certificate of achievement for Honor Roll is awarded to students who meet the criteria.

When Standards Based Grading is utilized, students are eligible to earn honor roll designations in two areas, academic and habits of success. Honor is calculated each trimester. The criteria are as follows:

- Academic Honor Roll: All 3s and 4s on all academic strands in each course
- Habits of Success Honor Roll: All 3s and 4s on habits of success strands in each course

Homework

Homework and daily reading expectations for each grade level will be discussed on Curriculum Night. Assignments are designed to serve one or more of the following purposes:

- Help students develop good study habits.
- Help students assume responsibility for learning.
- Provide practice for students towards mastery of a specific skill or concept.

Helping with Homework

When homework comes home, parents can:

- Provide a suitable area to complete homework.
- Set aside an agreed upon time of day for homework.
- Set aside time to review homework assignments, teacher website(s), textbook websites, and/or assignment notebook/planner with student.
- Provide encouragement and support.
- Emphasize the importance of homework.

Make-up Work

Homework assignments for a student who is absent due to illness will be prepared and ready to be picked up 24 hours after the initial request is made to the child's teacher. Students will be given the same number of missed days to complete missing assignments. For example, if a student misses three school days, she/he will be given three school days to make-up the work. If more time is needed, please work with the child's teacher individually.

Vacations

Removing students from school for vacation is discouraged. If parents decide to take the student out of school for a vacation, the following should be considered:

- The child's principal, teacher and attendance office should be notified prior to the absence.
- Missed work will be given to students **upon returning to school** and will be required to be completed.
- Students will be given the same number of missed days to complete missing assignments.
- Some assignments may not be able to be completed upon return to school. ***This may affect the student's grade.***

Home and Hospital Instruction (per Board Policy 6:150)

A student who is absent, or whose physician anticipates his/her absence for an extended period of time, or who has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A written statement is needed from 1) a physician, 2) physician assistant, 3) a licensed advanced practice registered nurse. For information on home or hospital instruction, contact the building principal.

Communication

Change in Daily Schedule

If there is a change in the child's daily schedule once the school day has begun, please contact the school's front office. Please be aware that emails may not reach the intended party prior to dismissal of students. To guarantee student safety, our preference is a written note, phone call, or email to the **front office** as early as possible in the day. Also, if changes are made with daycare providers, including Right at School, the daycare provider and the school must be notified in writing.

Transportation Changes

Fremont District 79 encourages parents to take advantage of the transportation system; more children riding the buses will reduce the number of vehicles in and around the schools, which will make the pickup and drop off times at school much safer for children.

Students are expected to ride their assigned bus. If the student has a permanent transportation change, please contact the transportation office. Individual requests for a child to change bus routes for the day **cannot** be granted. If the student needs to change your elementary or intermediate child's daily transportation schedule, a note **must** be sent with the child to school. If someone other than the child's parent/guardian is picking up him or her, the office must be notified. Without a note or phone call, the child's regular daily transportation schedule will be followed.

Contact Information Changes

If the student's home address and telephone number changes, please inform the office in writing. If the family moves from the community, please notify the office.

Emergency contact numbers, email addresses, and cell phone numbers need to be current. The school must have up-to-date information on how to reach parents/guardians, relatives, or authorized friends in case a child becomes ill or is injured at school.

Distribution of Materials

Organizations or individuals are welcome to submit not-for-profit items for distribution through the virtual backpack with approval of administration.

Messages to and from Parents

Messages that need to be delivered to students during the day need to be directed to the office. Teachers might not be able to check voicemails or emails before the end of the day. Written messages from parents should be sent in a sealed envelope, labeled with the student's and teacher's name to ensure proper delivery. In the case of illness or other emergencies at school, staff members will make the necessary telephone calls to parents. Students are discouraged from using the phones during the school day.

Messages from School

Fremont School District 79 communicates to parents through email, telephone calls, and texting. A communication form is available for parents to fill out at the district office if they want to alter any of the communication methods above.

Questions - Who to Ask?

If you have any questions or concerns, follow this protocol:

Questions or concerns about student academic programs or behavior: Teacher → Assistant Principal → Principal → Assistant Superintendent of Learning → Superintendent

Student Fees and Waivers

Fees, Fines and Charges

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

Waiver of Student Fees

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 the federal free meals program. Proof of income is required when submitting a Fee Waiver Application.

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

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

Within 30 days, the building principal or district designee will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If there are questions regarding the fee waiver process, please contact the district office.

Media Center

Books, periodicals and kits circulate for one or two week checkouts. Books that are lost or damaged will be charged to students. If a student plans to leave the district, the student must return all books before leaving. Students are expected to demonstrate responsibility in caring for and returning Media Center materials. Please help the child do this by establishing a place in the home where the child can store books so they do not become lost or damaged.

Student Transportation and Parking

Bus Expectations

Children who are residents of Fremont School District 79 are provided transportation to and from school. Fremont School District 79 strongly encourages parents to take advantage of the transportation system; more children riding the bus will reduce the number of vehicles in and around the schools, which will make the pickup and drop off times at school much safer for the children.

The following expectations are necessary to ensure the safety of all students on the bus. This list is not designed to be all-inclusive. Students are expected to comply with the following school/bus expectations:

- **No eating or drinking on the bus at any times.**
- Use electronic devices appropriately on the bus. If devices are used inappropriately, students will lose the right to carry electronic devices on the bus.
- Keep the aisle clear.
- Keep hands and feet to self.
- Remain seated throughout the ride.
- Follow rules and procedures established by the driver.

- Sit in an assigned seat and wear seat belts at all times.
- Talk in a reasonable tone of voice. Screaming, yelling, and other loud noises are not permitted.
- Use respectful language.
- Bring no live animals of any type, large school projects, glass containers, inflated objects, skateboards, or anything prohibited under school guidelines on the bus.
- Display appropriate behavior at the bus stop (i.e. stand at least ten feet from the curb, wait for the driver's signal to cross the road, and do not approach the bus until it has come to a complete stop).
- Do not throw or place anything outside the windows.
- Be respectful of the bus driver, fellow passengers, and their belongings.

Bus Conduct (per Board Policy 7:220)

All students must follow the District's School Bus Safety Guidelines. The superintendent, or any designee permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Prohibited student conduct as defined in Board of Education policy, 7:190, *Student Discipline*.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the administration 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 Board of Education may suspend the student for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend the student's privilege to ride a school bus.

Bus Step Discipline System

Disciplinary action will be taken with students who violate these expectations. This includes behavior during field trips and athletic trips. Students who violate bus expectations may receive a verbal warning, a written warning or a bus referral. All warnings and referrals are sent to the school administrators. Students will have an opportunity to discuss the situation with school personnel. School personnel will then reteach students expected bus behavior. Parents are asked to discuss the situation with their child and review bus expectations. A student assigned to a bus suspension will not be permitted to ride the bus during the period of suspension. Parents must arrange for alternate transportation. Denial of the

bus riding privileges is not sufficient cause for absence from school.

Consequences may include:

- Verbal warning with a reteaching from the bus driver or school personnel.
- Written warning with a reteaching from the bus driver or school personnel.
- Suspension from the bus.

Bus Suspension for 10 days or more

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education 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.

Electronic Recordings on School Buses

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

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

The content of the electronic recordings are student records and are subject to district policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Student Drop Off and Pick Up/Parking

The cooperation of everyone will help to ensure the safety of all students. Please drive with caution when entering our school zone. As a reminder, Fremont Center Road and all school parking lots are **hands-free cell phone zones**, and school zone speed limits apply.

Fremont Elementary and Intermediate Schools

Parents may drop off their child along the front curb in the morning. If parents desire to walk their child to the building, their vehicle should be parked in a designated parking space and the child may be walked to the front of the building. This leaves the curb free for drop-off vehicles only.

At the end of the day, parents may pick up their child by waiting in their cars in the car pick up line. If there are siblings from both schools, all of the children will be sent to the elementary building to be picked up. Please remember that parents should **stay in their car** until the child comes out. Early pick-up of students is discouraged.

At no time during the day are cars allowed to park curbside. The curb area is designated for pick-up and drop-off only and as a fire lane. Student safety is jeopardized when students are crossing between cars. An adult should be in the car along the curb at all times. When cars are double parked, cars that are parked in designated spaces cannot get out of the lot. Waiting in parking lot rows will not be allowed. Parents will need to park in the parking lot if they will be picking up their child.

Fremont Middle School

The middle school designated pick-up and drop-off zone for parents is in the front of the school. The area behind the building is reserved for buses only.

Health, Medical and Safety

Health Requirements (Board Policy 7:100)

The State of Illinois requires that certain health forms be turned in for all children entering kindergarten or first grade, whichever is the child’s first year in school, entering sixth grade, or enrolling in an Illinois school, regardless of the student’s grade verified by a licensed prescriber. A licensed prescriber is a physician, dentist, podiatrist, optometrist, physician’s assistant, or advanced practice registered nurse.

<u>Grade</u>	<u>Required Forms</u>
K (1st)	<ul style="list-style-type: none"> • Health Examination Form(with up to date immunizations) • Dental Examination Form • Eye Examination Form
2nd	<ul style="list-style-type: none"> • Dental Examination Form

6th	<ul style="list-style-type: none"> • Health Examination form (with up to date immunizations) • Dental Examination Form
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This examination must be given within one year from the start of the new school year, **and the required health forms returned to the school office by October 15.** Any student not in compliance with these state requirements will be excluded from school until the requirements are met.

New students beginning school after the first official day of classes will have eight weeks from their first day to submit in written documentation their receiving the first dose of Hepatitis B vaccine to the Health Office. Upon receiving the third and final dose, written documentation must be submitted to the school nurse for the student's permanent record file. Vaccinations are available through a licensed prescriber or through the Lake County Health Department.

Immunizations

Evidence of immunizations must be provided for chicken pox, diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, and Hepatitis B (series). For minimum immunizations requirements, please refer to the Illinois Department of Health for more information.

Parents will be notified of any health and/or immunization records not in compliance with the Illinois School Code. **Failure to provide proof of meeting these requirements can result in your child being excluded from school until the requirements are met.**

Dental Examinations

The State of Illinois requires students in kindergarten, grade 2, and grade 6 to have a dental exam. If a child in grade 2 and 6 fails to present proof by May 15, the school may hold the child’s report card until one of the following occurs:

- The child presents proof of a completed dental examination
- The child presents proof that a dental examination will take place within 60 days after May 15
- The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination based on religious grounds.

The Illinois Department of Public Health shall establish a waiver for children who show an undue burden or a lack of access to a dentist

Vision (Eye) Examinations

The State of Illinois also requires all students to have a comprehensive eye exam by a qualified eye doctor (i.e. optometrists and ophthalmologists).

The law requires comprehensive eye exams for children entering kindergarten or enrolling for the first time. If a child fails to present proof *by the first day of school*, the school may hold the child's report card until one of the following occurs:

- The child presents proof of a completed eye examination
- The child presents proof that an eye examination will take place within 60 days after the first day of school
- The parents provide a signed statement of objection to the eye examination based on religious grounds

The Illinois Department of Public Health will provide a waiver for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist.

The law states that "an eye examination shall at a minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctor are necessary." Tests must be completed within one year prior to the enrollment in school. Additionally, eye examinations at various grade levels may be required when deemed necessary by school administration or the health office.

Illness

Parents should keep a child home when these symptoms are present:

- Fever (within the last 24 hours of 100 degrees or more)
- Nausea or vomiting
- Skin rash or sores
- Reddened, swollen, or watery eyes
- Red or swollen joints
- Diarrhea
- Excessive coughing or sneezing
- Sore throat
- Headache or earache

Children should be kept home for 24 hours after an elevated temperature has returned to normal without fever reducing medication. Parents are asked to keep their child home for 24 hours after vomiting or diarrhea, as well. If any of these symptoms persist, please contact a qualified physician.

Any students not attending school during the school day may not attend special school events (including holiday parties) or after school activities.

Parents will be informed by email or letter if/when exposure to a contagious illness is known. Parents can help curtail the possibilities of epidemics by daily inspection of their own children. Because of the contagious nature of many illnesses,

please consider the child's physical complaints before leaving or sending a child to school. **If a child displays any symptoms of illness, parents will be contacted and expected to arrange for the student to be picked up. Sick children cannot remain in school.**

Illnesses Occurring at School

If a student becomes ill during the day, the school nurse will check the child and, if necessary, call a parent or emergency contact to pick up the child. If parents or emergency contact cannot be reached and the student's condition necessitates immediate medical attention, the child will be taken to the hospital.

Communicable Diseases

If a child has an illness that is considered contagious, please contact the school nurse. Examples include strep throat, lice, mononucleosis, skin rashes, infections, scarlet fever, chicken pox, impetigo, conjunctivitis (pink eye), hand foot and mouth disease, and Fifth's Disease (a form of measles). Children who come to school showing symptoms of any of these diseases will be sent home, and parents will be requested to seek medical attention for the child.

Children may not return to school unless they have been fever free for 24 hours without fever reducing medication. Also, if the child is on an antibiotic, he or she may not return to school unless he or she has been on medication for a 24-hour period, as well as fever free for 24 hours.

Life Threatening Allergies

Fremont School District has implemented a Life-Threatening Allergy Management Program. This program focuses on allergies to food, but is easily adapted to allergies such as bee/insects and latex. While it is not possible for the district to completely eliminate the risk of exposure to allergens when a student is at school, a Life-Threatening Allergy Management Program, using a cooperative effort among the students, their families, and staff members, helps the district reduce these risks and provide accommodations and proper treatment for allergic reactions. If a student is diagnosed with a life-threatening allergy, please contact the School Nurse or Principal to establish an Emergency Action Plan and an Individual Health Plan or a 504 Plan. Details of the Fremont School District's Life-Threatening Allergy Management Program are available from the Health Office at each school and on the Fremont District 79 website.

Medical Needs of Students

Parents must inform the school nurse of their child's medical condition or needs related to allergies, glasses, diabetes, asthma, or other health concerns. Students with severe or unique medical concerns may be placed on an Individual

Health Plan after a school nurse has completed an assessment of the child's needs. Parents will be contacted to develop the Individual Health Plan together.

Medication

Medication will be administered only when a Medication and Diagnosis Authorization form is on file in the health office.

Both the parent and a licensed prescriber must complete this form. A licensed prescriber is a physician, dentist, podiatrist, optometrist, physician's assistant, or advanced practice nurse.

The administration of medication to children is the responsibility of the parent, not the school. On rare occasions, a child's medical condition may require that medication be administered at school. The school does not provide any medications for students. In such cases, the administration of medication to a student will be subject to the following guidelines:

- Documented permission from the parent must be on file in the Health Office to allow the child to receive medication (including over-the-counter medication) during school hours. This permission must be renewed with each new prescription.
- A written order from a licensed prescriber detailing the medication, dosage, time interval to be given, and possible side effects must be on file in the nurse's office. Medication Authorization forms can be obtained from the front office.
- All medication must be furnished in an original container, properly labeled by a pharmacy or a physician. The container must state clearly the name of the student, the name of the medication, the dosage, the time of day to administer, and the duration of administration. Such medication will be placed in a locked cabinet located in the nurse's office. All medications must be delivered to the Health Office by a parent. Only the parents, at the end of the school year, should pick up any unused medication.
- It will be necessary for the parent to confer personally with the School Nurse before the administration of any medication at school. Any change in medication must come directly from the doctor in written form.
- Please do not give a student any medication (including **cough drops**, nose drops, aspirin, etc.) to keep and take at school. This is for the safety of all students.
- When it is not possible for the School Nurse to be present, authorized personnel will administer medication only after receiving instructions from the school nurse.

Administering Medicine to Students (per Board Policy 7:270)

Students should not take medication during school hours or during school-related activities 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 and otherwise follow the district's procedures on dispensing medication.

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

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "Medication and Diagnosis 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel.

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

Vision and Hearing Screenings

Vision screenings are conducted by certified screening personnel each fall for every student in grades kindergarten, second, and eighth as well as for all special education and new students, as mandated by the Illinois Department of Public Health. Students with glasses will not be screened, but their glasses will be checked. If a child is not in these categories, please contact the appropriate school nurse to have him or her screened.

Hearing screenings are conducted by certified screening personnel each fall for every student in grades kindergarten, first, second, and third, as well as for all special education and

new students as mandated by the Illinois Department of Public Health. If a child is not in these categories, please contact the appropriate school nurse to have him or her screened.

Restrictions from Any Physical Activities and/or Recess

Any student who is to be excused from physical education class and/or recess must have a note from his or her physician stating the reason for the exclusion **and** a date when he or she can participate in PE class and/or recess. A statement from the child’s physician explaining any physical restrictions must be kept on file in the health office for any student requiring special consideration.

Child Abuse

According to the *Abused and Neglected Child Reporting Act, 325 5/1*, all school personnel, including, but not limited to, teachers, social workers, nurses, psychologists, and administrators who have reasonable cause to suspect that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. In such a situation, the staff member shall notify the administration that a report has been made.

AED (Automated External Defibrillator)

Each school is equipped with an Automated External Defibrillator for emergency purposes. An AED in conjunction with cardiopulmonary resuscitation (CPR) is used for anyone who is suffering from sudden cardiac arrest. Administrators, school nurses, and Physical Education teachers have been trained in CPR and in the use of the AED. If the defibrillator must be used, 911 will be called immediately.

Emergency/ School Closings

The superintendent takes many factors into consideration before deciding to close schools or release students early. The superintendent consults with neighboring superintendents, discusses the matter with the transportation department and may even talk to local communities about the roads and traffic patterns before coming to a decision. As a rule, Fremont School District 79 will make every attempt to avoid early dismissal of students due to the age of our students and the difficulty in ensuring that a parent or caregiver will be home if school is dismissed earlier than usual.

Even if the schools are open, the final decision about a child’s attendance remains with the parent. A decision to close or open school cannot take into account every circumstance. We can best protect the safety and welfare of all students if parents take an active role in deciding what is best for their student with regard to attendance.

Please keep in mind that any amount of snow or rain causes slower traffic. Even if the snowfall isn’t enough to cancel

school, bus routes and traffic in general tend to take longer than usual.

If a decision to close school is made, the information can be found on the district website. Possible notifications can include:

- Fremont District 79’s telephone notification system
- Website Closing Announcements
- Fremont School District 79 Application

Another resource parents can use is www.emergencyclosingcenter.com. Please note that the emergency closings website is run by WGN Radio for the entire Chicagoland region and can be very slow during weather conditions that can result in a large number of school closings throughout Chicagoland.

Fire, Shelter in Place, Lockdown, and Evacuation Procedures

Exit procedures are posted in each classroom. Drills are practiced periodically throughout the year to prepare for an emergency. Each teacher will familiarize his or her students with the procedures at the start of each school year.

Student Expectations and Discipline

Expectations

Fremont School District 79 strives to promote and maintain a safe and secure atmosphere so that students may learn and mature. In order to benefit most from the educational program, a high level of self-discipline and responsibility is expected from each student.

PBS (Positive Behavioral Support) PAWS Program

Fremont School District 79 utilizes a Positive Behavioral Supports (PBS) system for a district wide behavior program.

The PBS program centers on showing PAWS-itive behavior. PAWS stands for:

- Practice Safety
- Act Responsibly
- Work for Success
- Show Respect

Fremont School District 79 focuses on five common areas in the school: hallway, bathroom, cafeteria, playground, and the bus. Students are taught specific lessons and procedures to help promote a positive behavior environment in all of the schools. The PAWS program incorporates a proactive, instructional approach to promote positive behavior.

Classroom Expectations

Compliance with school expectations is always expected. At the beginning of each year, individual teachers will establish a set of classroom rules and procedures.

Lunchroom Expectations

Compliance with school expectations is always required. To create the proper climate, which allows students an opportunity to sit with their friends, talk, and relax, additional guidelines are necessary. Students are expected to follow all expectations below:

- After students get their lunch, they need to remain seated at their assigned tables.
- Students must walk at all times. No running, skipping, hopping, etc.
- Students must clean up after themselves prior to leaving their tables.
- Students must maintain voices at an appropriate level--no screaming, yelling, etc.
- Students must ask for permission to go to the restroom.
- Students must have their ID in order to purchase lunch. Those without his or her ID will be sent to the end of the lunch line.

Playground Expectations

Compliance with School Expectations is always expected. The following additional guidelines are necessary to ensure the safety of all students on the playground:

- Use the playground equipment properly.
- Fighting and tackle sports will not be tolerated.
- Obey the boundary rules.
- Hard balls and bats are not permitted.
- Wood chips, stones, snow, or other similar objects may not be thrown.
- Play fighting is not allowed.
- Line up promptly when the lunch supervisor blows the whistle.

Students who violate these guidelines will be reported to a building administrator for appropriate disciplinary action.

Dress Expectations (per Board Policy 7:160)

Dress and grooming are primarily the responsibility of the student and parent and should be observed at all school functions. It is the responsibility of the staff and administration to interpret and enforce these guidelines. While respecting individuality, the following dress guidelines have been developed to ensure the proper operation of the school:

- A reasonable cleanliness of person and apparel is expected as a matter of health and aesthetics.
- Footwear, which protects the foot and safeguards the health of others, must be worn during the school day.

- Dress, which is extreme exhibitionist or of immodest fit or style (e.g., half-shirts, backless tops, spaghetti straps, see-through garments, tops with less than 1 inch straps, visible undergarments or bathing suits) will not be permitted. Athletic sleeveless jerseys may be worn only with shirts with sleeves underneath.
- Clothing shorter than fingertip length when arms are extended at the side will not be permitted.
- Unless extreme temperatures dictate, coats and jackets are not permitted to be worn during the school day.
- Hats and hoods are not to be worn in the school building. Hats and hoods must be removed upon entering the school.
- Articles of clothing with suggestive or inappropriate patches, sew-ons, or writing will not be permitted in school. Any clothing that makes reference to alcohol, drugs, or profanity will not be permitted.
- Any item of jewelry containing the insignia of a gang or otherwise commonly associated with a gang or cult will not be permitted. If a student wears this type of attire to school, parents will be notified.
- Metal studded collars, wristlets, chains (including chains attached to wallets), strings, shoelaces, or other items hanging from pants legs, pockets or waist are not permitted.
- Pants and shorts must be worn at the waistline.

Extra Curricular Expectations

Compliance with school expectations is always expected.

Disciplinary consequences that are in effect during the regular school day will be issued. In addition, the following rules will apply:

- Students in grades 6 through 8 attending an athletic event must report directly to the athletic study hall.
- Students will not be permitted to go in classrooms or locker areas. Coats, books, and other material that will be taken home must be brought to the activity.
- Students are expected to be courteous and polite at all times. Any type of action that is rude (i.e., booing, stamping feet, gesturing) will not be tolerated.
- Supervisors at the games or activities have the authority and responsibility to remove disrespectful or misbehaving spectators/participants. Disciplinary action may include, but is not limited to, suspension from other after school activities.
- A student may not leave an event before the activity has ended, unless a parent is available to pick-up the student.
- Participation in after school activities following an absence from school is not permitted without approval from the building administration.

- Parents are expected to promptly pick-up their child at the conclusion of extracurricular events.

Possession of Portable Electronic Equipment (per Board Policy 7:190)

An electronic device includes, but is not limited to, the following: cell phone, video recording device, smartwatches, iPod, or other electronic device. The possession and use of cellphones and other electronic devices are subject to the following rules:

- All personal electronic devices must be kept powered-off during the regular school day unless a supervising teacher grants permission for them to be used, in case of an emergency, or its use is included in a student's IEP.
- All personal electronic devices must be stored out of sight. Electronic devices are not allowed in bathrooms or locker rooms at any time.
- Electronic devices may not be used in any manner that disrupts the learning environment or violates the rights of others. Using a device to take photographs, video or audio recordings, text messages, cheat, signal others or otherwise violate student conduct is prohibited. Also see guidelines under the Cyberbullying section.
- During extracurricular activities or **on the school bus**, electronic devices may not be used in any manner that disrupts the environment or violates the rights of others.
- The school is not responsible for the loss or theft of any electronic device brought to school. Personal electronic devices are discouraged at school.
- Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- Earbuds and headphones are prohibited unless needed as part of the curriculum and instruction.

Discipline procedures for use of personal electronic devices

	Fremont Elementary School	Fremont Intermediate School	Fremont Middle School
First Offense	<ul style="list-style-type: none"> • An individual student conference will be held between the student and the supervising adult. • Student relinquishes portable electronic equipment to teacher or staff member. • Parent is contacted by the principal or designee to retrieve portable electronic equipment. • A violation of the AUP may also apply. 	<ul style="list-style-type: none"> • An individual student conference will be held between the student and the supervising adult. • Student relinquishes portable electronic equipment to classroom teacher for the remainder of the day. • Parent is contacted by the principal or designee. • A violation of the AUP may also apply. 	<ul style="list-style-type: none"> • Electronic device will be taken away and given to the principal or designee. • The student may pick it up in the office at the end of the day. • Parent is contacted by the principal or designee • A violation of the AUP may also apply.
Second Offense	<ul style="list-style-type: none"> • An individual student conference will be held between the student and the supervising adult. • Student relinquishes portable electronic equipment to teacher or staff member. • Parent is contacted by the principal or designee to retrieve portable electronic equipment from the office. • A violation of the AUP may also apply. 	<ul style="list-style-type: none"> • An individual student conference will be held between the student and the supervising adult. • Student relinquishes portable electronic equipment to teacher or staff member. • Parent is contacted by the principal or designee to retrieve portable electronic equipment. • A violation of the AUP may also apply. 	<ul style="list-style-type: none"> • Electronic device will be taken away and given to the principal or designee. • Parent is contacted by the principal or designee to retrieve portable electronic equipment. • A minor detention will be issued. • A violation of the AUP may also apply.
Third Offense	<ul style="list-style-type: none"> • An individual student conference will be held between the student and the supervising adult. • Student relinquishes portable electronic equipment to teacher or staff member. • Parent is contacted by the principal or designee to retrieve portable electronic equipment from the office. • A violation of the AUP may also apply. 	<ul style="list-style-type: none"> • A major detention will be issued. • Parent is contacted by the principal or designee to retrieve portable electronic equipment. • Student relinquishes portable electronic equipment to teacher or staff member. • A violation of the AUP may also apply. 	<ul style="list-style-type: none"> • Electronic device will be taken away and given to the principal or designee. • Parent is contacted by the principal or designee to retrieve portable electronic equipment. • A major detention will be issued. • A violation of the AUP may also apply.

Prohibited Student Conduct (per Board Policy 7:190)

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

- Using, possessing, distributing, purchasing, or selling tobacco materials (or e-cigarettes)
- Using, possessing, distributing, purchasing, or selling alcoholic beverages
 - Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession
- Using, possessing, distributing, purchasing, or selling:
 - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
 - Any anabolic steroid unless being administered in accordance with a physician's 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's 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's or licensed practitioner's instructions
 - 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an

illegal drug or controlled substance; 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 or controlled substance

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

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

- Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy
- Using or possessing any 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
- Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals
- 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."
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction
- Disobeying rules of conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a district staff member's request to stop, present school identification, or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
- Engaging in any kind of bullying or aggressive behavior that does physical or psychological harm to

another or any urging other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct

- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property
- Being absent without a recognized excuse; State law and Fremont School District 79 Board of Education policy regarding truancy control will be used with chronic and habitual truants
- Being involved with any public school fraternity, sorority, or secret sorority, by: (a) being a member; (b) promising to join; (c) pledging to become a member, or (d) soliciting any other person to join, promise to join, or be pledged to become a member
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia
- Violating any criminal law, such as assault and battery, arson, theft, gambling, eavesdropping, and hazing
- 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 student, staff, or school property

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school sponsored event. Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else.

The superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the school board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that

is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Disciplinary Measures (per Board Policy 7:190)

Misbehavior is viewed as a learning experience for which consequences are designed to foster proper student behavior. Consequences are individually designed in collaboration with the classroom teacher and administrator, and then communicated to the parent.

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Issuance of major or minor detentions.
- Seizure of contraband.
- Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges, provided that appropriate procedures are followed.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
- Notifying parents/guardians.
- Temporary removal from the classroom.

- In-school suspension for a period not to exceed five school days. The building principal or designee shall ensure that the student is properly supervised.
- After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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

Weapons (per Board Policy 7:190)

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. The superintendent may modify the expulsion period and the school board may modify the superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of *Title 18, United States Code*, firearm as defined in Section 1.1 of the *Firearm Owners Identification Act*, or use of a weapon as defined in Section 24-1 of the *Criminal Code*; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in drama, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Code of Conduct (other items not included in Board Policy 7:190)

- Vandalism of school property or property of individuals at school is prohibited.
- Physical and/or verbal attacks toward any member of the Fremont School District 79 community will not be tolerated.
- Sexual harassment, including inappropriate physical contact, will not be tolerated (See Sexual Harassment Policy for further information).
- Vulgar, abusive, provoking, mean-spirited, and/or intimidating language will not be tolerated.
- Racial or ethnic slurs will not be tolerated.
- Gangs and gang-related activities are prohibited on school property and/or at school affiliated events and shall include, but not be limited to the following: (a) Soliciting or intimidating individuals for membership. (b) Requesting payment for protection or otherwise threatening any person. (c) Inciting other students to act with physical violence upon any other person. (d) Committing any other illegal act or violation of district policy.
- Portable electronic equipment is discouraged by administration. Students are responsible for any items brought to school. The district is not responsible for any lost items. Please see the school board section for further language regarding electronic equipment.
- Committing any other illegal act or violation of district policy.
- Bullying, as defined as any form of aggressive behavior that does physical or psychological harm to someone else and/or the urging of other students to engage in such conduct (i.e., bullying threats, intimidation, inappropriate noises, or coercion) is strictly prohibited (See “Bullying” section of Student Discipline for further information).

These guidelines are not intended to be all inclusive or a contract between the school and the student. Rather, this is a living set of rules designed to ensure a safe, positive learning environment for all students.

Gang Activity

The visibility of gangs and gang-related activities in the school setting could cause a substantial disruption of and/or material interference with school and school activities. Gangs, gang-related activities, or wearing of any garment or insignia reflecting gang affiliation are prohibited on school property or at school related activities. No student may intimidate or harass another student for the purpose of gang recruitment or gang retaliation. It is recognized that gangs or gang-related activity exists in Lake County.

“Gang”, as used in this policy, shall mean two or more individuals who associate with each other primarily for criminal and/or other activities prohibited by law and/or by Fremont School District 79 rules and regulations. No student on or about school property or at any school activity shall do the following:

1. Wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other item which is an indication of membership or affiliation with any gang;
2. Communicate, either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.), membership in or affiliation with a gang;
3. Commit any act which furthers gang activity, including but not limited to the following:
 - Soliciting others for membership in any gangs;
 - Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - Inciting other students to act with physical violence upon any other person;
 - Committing any other illegal act or other violation of school district policies.

Students violating numbers one or two above will be subject to the following:

- Conference with school administration
- Parent contact
- Subsequent related violations of this policy will subject the student to suspension or expulsion.

A student violating Number three above shall be subject to suspension or expulsion and referral to the proper law enforcement agency.

Bullying (as stated in Board Policy 7:180)

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made orally, in writing or electronically (e.g. email, Facebook, etc.), which are directed toward a student and which have the effect of (but not limited to):

- Placing a student in reasonable fear of harm to the student’s person or property;
- Causing a substantially detrimental effect on the student’s physical or mental health;
- Substantially interfering with a student’s academic performance; or

- Substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by the school.

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

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

Students who engage in any “bullying” types of behavior will be subject to disciplinary action and may be referred to school social work services personnel. Such discipline may include suspension and/or expulsion from school and/or school activities. Parents will be notified.

Bullying behaviors are used to exert power over another person. These behaviors include, but are not limited to:

- Physical—pushing, kicking, hitting, pinching, spitting, biting, physical violence/threats.
- Verbal—name-calling, sarcasm, spreading rumors, persistent teasing, threats
- Emotional—tormenting, ridicule, humiliation, exclusion from groups or activities
- Racial taunts, slurs, graffiti, gestures

- Sexual–unwanted physical contact of a sexual nature, abusive or suggestive comments
- Cyberbullying–use of information and communication technologies such as emails, cell phones, instant/text messaging, defamatory personal websites, fake social networking pages, and defamatory online personal polling web sites to torment, threaten, harass, embarrass, or otherwise target another student.

Any student who believes he/she has been bullied or who witnesses another student being bullied should report the incident(s) immediately to a faculty member, *the district's nondiscrimination coordinator, or the Tip Line section on the District website.*

Preventing Bullying, Intimidation, and Harassment (per Board Policy 7:180)

Preventing students from engaging in these disruptive behaviors is an important district goal. The superintendent or designee shall develop and maintain a program that:

- Fully implements and enforces each of the following Board policies:
- *7:20 Harassment of Students Prohibited.* This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
- *7:190, Student Discipline.* This policy prohibits students from engaging in hazing of any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- *7:310, Restrictions on Publications and Written or Electronic Material.* This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic materials, 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 (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.
- Full implementation of the above policies: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with

appropriate consequences and remedial action, and (c) protecting student against retaliation for reporting such conduct.

- Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
- Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the district's educational program as required by state law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
- Fully inform staff members of the district's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the district's expectation - and the State law requirement - that teachers and other certified employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual threatened violence.
- Encouraging all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, other acts of actual or threatened violence.
- Actively involves students' parents/guardians in the remediating of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by state law, whenever their child engages in aggressive behavior.
- Communicates the district's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
- Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
- Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's school and after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this

assessment to the board along with recommendations to enhance effectiveness.

- Complies with state and federal law and is in alignment with board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Cyberbullying

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.

Harassment of Students Prohibited (per Board Policy 7:20)

No person, including a district employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, ancestry, physical or mental disability, status as homeless, or actual or potential marital or parental status including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment. The superintendent shall use reasonable measures to inform staff members and students that the district will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited (per Board Policy 7:20 & 2:265)

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 whenever 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 participated 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, dating violence, domestic violence, or stalking.

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

Any person who believes he or she has been the subject of any sexual harassment (or teen dating violence) action, policy or procedure should make a complaint in writing to the Nondiscrimination Coordinator or the Complaint Manager, 28855 North Fremont Center Road, Mundelein, Illinois 60060.

Teen Dating Violence Prohibited (per Board Policy 7:185)

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

Detentions

A system of minor and major detentions may be used for infractions. Minor detentions will be served during the student's lunch and recess period. Major detentions will be served before school at the Intermediate School and after school at the Middle School. There will be no early or late bus service provided for students serving detentions after school. The Elementary School detentions will be served during the student's lunch and recess period. Tardiness or failure to attend a detention will result in further disciplinary

actions.

Detentions are not limited to the examples listed.

Minor Detention

Minor detention will be served during the student's lunch/recess period. Examples of minor detention are listed, but not limited to:

- Disruption of educational process
- Frequently missing assignments
- Failure to dress for physical education
- Failure to return signed documents as directed by staff
- Any other infraction as deemed appropriate by staff

Major Detention

The following infractions may result in a major detention.

Examples of a major detentions are listed, but not limited to:

- Using inappropriate physical contact
- Using profanity
- Failing to attend class without a valid excuse
- Plagiarism, cheating on tests or other class work
- Forging or misusing any document or note
- Multiple minor detentions

Students serving a major detention may forfeit the privilege of attending any after-school activities (at the principal's discretion) on the day the major detention is served. Final consequences will be determined based upon the severity of the infraction.

In-School Suspension (per Board Policy 7:200)

An in-school suspension does not have to be preceded by earlier disciplinary alternatives. An in-school suspension consists of the student spending a school day with the principal or his or her designee. The student is responsible for all classroom assignments.

A student assigned to an in-school suspension will receive a loss of all school privileges including extracurricular activities during those days. At the discretion of the administration, students may be permanently removed from future class trips and any or all extracurricular activities, clubs, etc., of which they are a member.

A phone or in-person conference will be held with the parent to discuss the infraction and outline prevention strategies. Report of the conference will be indicated on the In-School Suspension form. A copy of the form will be given to the parents.

An in-school suspension may be issued for, but not limited to, the following:

- Being involved in fighting. (Please note: It does not matter who "started" the fight.)
- Demonstrating severe verbal harassment, provocation, or threatening behavior directed toward any member of the Fremont School community
- Using vulgar, abusive, provoking, mean spirited and/or intimidating language towards another member of the Fremont school community
- Exhibiting behavior deemed detrimental to the health and welfare of any member of the school community
- Willful or intentional damage or destruction of school property
- Bullying, as defined as any form of aggressive behavior that does physical or psychological harm to someone else and/or the urging of other students to engage in such conduct (i.e., bullying threats, intimidation, inappropriate noises, or coercion)
- Bullying is strictly prohibited (See Bullying section of Student Discipline for further information)

Out-of-School Suspension (per Board Policy 7:200)

An out-of-school suspension does not have to be preceded by any other disciplinary action. **During an out-of-school suspension, the student is not permitted on or near school grounds. This includes extracurricular activities during the time of suspension.** Students will also be permanently removed from all or any extracurricular activities, clubs, team, etc. of which they are a member. A student assigned to an out-of-school suspension will not be allowed to attend the next school dance. Students will not be allowed to go on any overnight field trips.

An out-of-school suspension may be issued for, but not limited to, the following:

- Disobeying rules of conduct or directives from staff members or school officials. An example of disobeying staff directives is refusing a district staff member's request.
- Use and possession of drugs, alcohol, and tobacco (including e cigarettes). See Prohibited Student Conduct section for further information.
- Possession of dangerous materials (any item that can cause bodily harm to others). See Weapons section under Prohibited Student Conduct for further information.
- Theft or possession of stolen property.
- Vandalism of school property or property of individuals at school.
- Physical and/or verbal attacks toward any member of the school community.
- Sexual harassment, including inappropriate physical contact. (See Sexual Harassment Policy for further information.)

- Gangs and gang related activities are prohibited on school property and/or at school affiliated events and shall include, but not be limited to the following:
 - Soliciting or intimidating individuals for membership.
 - Requesting payment for protection or otherwise threatening any person.
 - Inciting others to act with physical violence upon any other person.
- Committing any other illegal act or violation of district policy. If deemed appropriate, law enforcement will be notified.
- Bullying, as defined as any form of aggressive behavior that does physical or psychological harm to someone else and/or the urging of other students to engage in such conduct (i.e., bullying threats, intimidation, inappropriate noises, or coercion).

Expulsion

A recommendation for expulsion up to a maximum allotted by the *Illinois School Code*. The student will be afforded the opportunity for a hearing before an appointed hearing officer.

A conference will be held with the parent, the student, and an administrator to discuss the incident. A notice will be mailed to the parents informing them as to the time and date for their appearance before the appointed hearing officer. An expulsion, may be issued for, but not limited to, the following reasons:

- Continued serious misbehavior.
- Physical attacks on a person or any member of the district staff.
- Committing an act of serious gross disobedience or misconduct, which would endanger the person, property, or academic environment of the school. In addition to school consequences, if an act of gross misconduct or threat of violence is committed, the following steps will be taken:
 - The Lake County Sheriff’s Department will be notified and relevant information will be shared with them. They will follow up with their own investigation, which typically includes a police interview with the student and/or parents or guardians, referral to a juvenile intake officer, and possible referral to the State’s Attorney for prosecution through the Juvenile Court System. The Court can and may impose its own consequences for the action, separate from those issued by the district.

Due Process

Prior to a suspension from school, students have the right to a conference with the principal or assistant principal. During this conference, the student will be informed of the complaint against him or her and given an opportunity to respond. As a matter of practice, the right to be heard is available to all students during any portion of the disciplinary process.

Corporal Punishment

The use of corporal punishment is strictly prohibited. Any teacher, student, administrator, or personnel of Fremont School District 79 will subject no student to corporal punishment. Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offenses or behaviors, or the use of physical force in an attempt to modify behavior, thought, or attitudes of a student.

Physical Restraint

The use of protective physical intervention or restraint is permitted for, but not limited to, the following reasons:

- To quell a disturbance which threatens physical injury.
- To obtain possession of a dangerous object.
- To protect persons or property from harm.

School Violence Tip-Line

The Illinois State Police will administer the School Violence Tip-Line that will provide a means for students to report threats of violence and weapon violations on school grounds. The statewide toll-free number, 1-800-477-0024, will be physically answered at the ISP Communication Center in Springfield.

State police employees who will forward the information to the local sheriff or police department and the appropriate ISP district will answer calls. The local law enforcement agency will be responsible for notifying the affected school in the community from which the call originates.

In the event that the caller is in crisis, the ISP will transfer the call to the designated mental health worker. The School Violence Tip-Line should not be used for emergency situations. In an emergency situation, call your local police/fire agency (911 if available).

Search and Seizure

Search and Seizure (as stated in Board Policy 7:140)

In order to maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their

personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

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

Search of Students

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students,
- In the presence of a school administrator or adult witness, and
- By a certified employee or liaison police officer of the same sex as the student

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

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

Seizure of Property

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

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

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 parents/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 the are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, 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.

Access to Student Social Networking Passwords & Websites

School authorities may not request a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

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.

Curriculum, Instruction, and Assessment

Testing Information

Fremont School District 79 administers several standardized tests throughout the school year. Recognizing that assessing student learning is complex, teachers and administrators gather as much data as possible, including work samples and classroom observations in order to make decisions about individual student learning and achievement.

The staff at Fremont School District 79 believes that meaningful assessment does more than measure -- it provides direction to guide instruction. Testing data helps our teachers and administration make important choices about curriculum and instructional methods.

NWEA's Measures of Academic Progress (MAP)

All students in Grades K-8 take a Common Core MAP test in the areas of Reading and Mathematics. Each Reading and Mathematics Common Core MAP test takes an average of 40-50 minutes for students to complete. Results allow teachers to target instruction specifically to the needs of the individual students. The district also uses this data to improve curricular offerings. Parents can learn more about this specific testing program by visiting their website.

Illinois Assessment for Readiness (IAR)

The Illinois Assessment for Readiness (IAR) measures individual student achievement relative to the Illinois Learning Standards Incorporating the Common Core. The results give parents, teachers, and schools one measure of student learning and school performance.

Students will participate in state testing as determined by the Illinois State Board of Education and as required by Illinois School Code. State standardized tests may include English Language Arts, Math, and Science. State tests measure the student's understanding of state learning standards and test data is also used for school accountability measures. Parents can learn more about the IAR Assessment and the New Illinois Learning Standards by visiting the ISBE website.

ACCESS for ELs (English Learners)

ACCESS for ELs is a statewide, standards-based, criterion referenced English language proficiency test designed to measure English Learners' social and academic proficiency in English. This test is only administered to students who speak another language or who live in a home where another language is spoken and who qualifies for EL services.

ACCESS assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across four language domains: reading, writing, listening, and speaking.

KIDS Assessment

This assessment is administered to all kindergarten students. This assessment is required by the Illinois State Board of Education. This assessment is not structured in administration; the teacher gathers observational evidence on measurable components during the student's day.

CogAT (Cognitive Abilities Test)

The Cognitive Abilities Test (CogAT) will be administered in Grades 2 and 5. The CogAT is a nationally-normed assessment that measures general reasoning and problem solving skills. Results from the CogAT indicate how well a student uses these skills to solve verbal, quantitative and nonverbal reasoning problems.

Media in School

Media is integrated throughout the instructional program. If parents have additional questions or concerns, please contact the classroom teacher.

Field Trips

Teachers may extend the academic program by taking students to off campus locations. The same standard of behavior we expect at school is expected on the field trip. Students who have had previous disciplinary actions may not be allowed to participate. The location and duration of a field trip will determine any additional cost that may be necessary. If cost is an issue, please contact the building administrator. Parents who do not wish for their child to attend a field trip should contact the teacher. Arrangements for an alternate program of study during the time the class is on the trip will be made. A permission slip, signed by the parent or guardian, is necessary for participation in any field trip.

Assemblies

The students at Fremont School District 79 experience a variety of cultural arts assemblies provided by the Parent Teacher Organization, as well as traditional assemblies within the school system.

Inspection of Instructional Materials

Parents or guardians may inspect instructional materials used in schools. Those materials include textbooks, teacher manuals, and media. Call the building administrator for an appointment if you wish to view any of these items.

Instructional Programs and Services

Class Options

Fremont School District 79 offers various options for parents and students at the elementary school. Listed below are brief descriptions of each type of program. Please refer to the district website or call the building administration with any further questions.

Single Age Classes

Single age classes are found in all grade levels. Students in single age classes span one grade level.

Loop Program

The ages of the students in the class span one grade level. However, students remain with their same peers and teacher for two years.

Multiage Program (MAP Program)

The ages of the children in the class span two grade levels. Students in a Multiage Program have the same teacher for two years.

Preschool Screenings

Fremont School District 79 conducts periodic screenings of the district's three and four year old children. Those areas that are addressed include: gross and fine motor skills, speech and language, and conceptual development. As a result of the screening, students may be referred for further evaluation. For qualified students, early intervention and preschool special education services are available through Fremont School District 79 and the Special Education District of Lake County. Parents with concerns about the development of their child are encouraged to contact the educational services and program director at any time.

Preschool Program

This program is for preschoolers between the ages of three and five. Students qualify for this program based on several criteria. The program is a half-day program. Criteria for student's entry into the program will be reviewed after the student attends Preschool Screening. Parents may sign up for Preschool Screening through the Special Education Department. This program is based on funding through a state grant.

Reading Programs

Reading Recovery (First Grade)

Reading Recovery is a short-term intervention for low-achieving first graders. In Reading Recovery, individual students receive a half-hour lesson each school day for 12 to 20 weeks with a specially trained Reading Recovery teacher. As soon as students are able to read within the average range of their grade level as determined by national norms, and are able to demonstrate that they can continue to achieve independently, their lessons are discontinued. Then, new students begin individual instruction.

Classroom teachers refer students for screening to be performed by a reading teacher. Parents are notified if students qualify for this program. Permission to participate in this program will be received from parents before a student is enrolled in the program. As students exit the program, their continued progress is monitored by reading teachers.

Reading Program (First - Eighth Grade)

The Reading Program is a reading intervention where small groups of identified students receive lessons between 3–5 days a week with a specially trained reading teacher. As soon as students are able to read within the average range of their grade level, as determined by national norms, and are able to demonstrate that they can continue to achieve independently, their lessons are discontinued. Then, new students begin individual instruction.

Parents are notified if students qualify for this program. As students exit the program, their continued progress is monitored by reading teachers.

Enrichment and Gifted Programs

Students identified as significantly above average in one or more reasoning areas receive specialized instruction through our enrichment or gifted program. This program is designed to refine critical and creative thinking, problem solving, and decision-making skills. Students are identified by a combination of test scores.

Parents will be notified if students qualify for this program. Permission to participate in this program will be received from parents before a student is enrolled in the program.

English Learner (EL) Program

Bilingual students for whom English is a secondary language, or who are in transition learning English, are eligible to receive academic and/or language assistance through the EL program.

Parents will be notified if students qualify for this program. Students are referred for screening according to the Home Language Survey. All screening and testing is completed by an English Learner teacher.

English Learners who qualify for EL services also participate in ACCESS to ELs testing. See Testing Information section for additional information.

Kindergarten English Learner (EL) Program

Bilingual students for whom English is a secondary language, or who are in transition learning English, are eligible to receive academic and/or language assistance through our EL program or may qualify for the Kindergarten EL program.

Students who qualify for the Kindergarten EL program will attend the Kindergarten EL program for half of the day in addition to a kindergarten class for

the other part of the day. This program builds language, academic, and social skills.

Parents will be notified if students qualify for this program. Permission to participate in this program will be received from parents before a student is enrolled in the program. Students are referred for screening according to the Home Language Survey. All screening and testing is completed by an English Learner teacher.

English Learners who qualify for EL services also participate in ACCESS to ELs testing. See Testing Information section for additional information.

Response to Intervention (RtI)

Response to Intervention (RtI) is both a state and national approach through which educators analyze student learning. This approach recognizes that early intervention in a child's learning process is critical to preventing future problems in his or her academic and emotional growth.

RtI involves examining the performance of students to an educational (intervention) and then collecting data on the changes in performance after such intervention. The RtI model is based on frequent data collection and subsequent changes in instruction based on assessments and/or results of intervention.

Problem Solving Team (PST)

PST operates at the building level to provide prompt support to teachers in working with children who may have unique learning styles and behavior patterns. Teachers, other professionals, or parents may refer students to the PST through a district produced referral form or letter. Following a referral, the team and the presenting teacher will jointly engage in a structured process of conceptualizing problems, brainstorming and planning interventions.

The PST is an educational team designed to help students with learning needs, assist teachers in differentiating grade level curriculum, and serves as a method for improving communication. The PST discusses, develops and implements academic and behavior interventions.

Social Emotional Learning and Interventions

Students in grades K-8 receive instruction in social emotional learning in the core curriculum using the Second Step program. This program is aligned to the Illinois State Social Emotional Learning Standards. Students identified through data as needing additional support are referred to participate in a short-term Social Emotional Learning (SEL) Intervention

Group led by a school social worker and/or school psychologist.

Students identified through data as needing additional support may also be referred to Check-in/Check-out (CICO). This program is designed for students who would likely benefit from a supportive relationship with a staff member who serves as mentor and involves a check-in at the beginning of the school day and check-out at the end of the school day. During the day, the teacher has brief "check ins" with the teacher, and the student receives positive reinforcement for exhibiting district-wide PAWS expectations (Practice Safety, Act Responsibly, Work for Success, and Show Respect).

Summer Programs

Fremont School District 79 offers summer programs each year. A variety of different programs based on skills review and fun activities will be available to parents in the spring.

Athletics and Extracurricular Activities

Fremont School District 79 offers a variety of activities for students throughout the year. Many of these require an activity fee. Parents/guardians and students must sign student expectation contracts before students will be allowed to participate in selected activities. A consequence may be given to those students who violate the contract. No student shall, on the basis of sex, be denied equal access to programs, activities, services, benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

It is the student's responsibility to have secured permission and transportation arrangements before they are allowed to stay after school. Students with permission to stay after school must remain with their supervising teacher. Students who do not report to or remain in designated areas may receive disciplinary consequences.

Fremont Intermediate and Middle School Intramurals

The intermediate school and middle school offers intramural sports for students in grades 4-8. Any student who is interested in participating in intramural sports will need to fill out the permission slip and concussion information form that is sent with a letter from the sponsor. There is a fee to join intramural sports. Intramural sports are offered before school for grades 4 and 5 and after school for grades 6-8. Students may ride the early or late bus if they are participating in intramural sports.

Fremont Middle School Athletics

Fremont School District 79 participates in the Patriot Middle School Conference. The athletic director or associate principal will update coaches and schedules. The following sports, which require physicals and payment of fees, are available to the middle school students:

Season Begins	Sport	Grade(s)	Gender
August	Cross Country	6, 7, 8	Boys & Girls
August	Basketball	7, 8	Girls
August	Soccer	6, 7, 8	Boys & Girls
October	Spirit Squad	7, 8	Girls
October	Basketball	7, 8	Boys
November	Wrestling	5-8	Boys & Girls
January	Volleyball	7, 8	Girls
January	Scholastic Bowl *	6, 7, 8	Boys & Girls
March	Track and Field	6, 7, 8	Boys & Girls
March	Volleyball	7, 8	Boys

* No physical required

Information regarding middle school athletics is made available via the middle school website. Parents and students are encouraged to check the website for tryout dates, coach, and season details.

Athletic Statement of Philosophy

The goals of the athletic departments of School District 79 are:

- To make athletics a part of the total educational process.
- To encourage broad participation by all students.
- To foster the development of good sportsmanship and team pride.
- To instill within the participants a sense of personal discipline and pride.

Middle School Athletic Eligibility

- Each student athlete must have a sports physical on file with the nurse each year in order to tryout, practice or participate in intramural athletics.
- On the day of an athletic contest, each student athlete must attend school for a full day in order to participate. Exceptions may be made for medical appointments or a family emergency by contacting the school administration.

- Disciplinary procedures for student athletes receiving the following:
 - A major detention - No after school activities on the day the detention is being served; ineligible for one game.
 - An in-school suspension - ineligibility for a minimum of three games.
 - Two or more in-school suspensions or one out-of-school suspension-participation will be prohibited for the remainder of the season.
- Student athletes are expected to attend all games and practices. Unexcused absences will be addressed by each individual coach. Consequences may result in loss of playing time and game suspensions, with numerous absences leading to suspension from the team.
- Student athletes with a cumulative grade of “D” or “F” will have the following circumstances (reports viewed on Wednesdays).
 - Step 1 - Warning and signed parent notification
 - Step 2 - Removal from team for 1 week (Thursday to Wednesday)
 - Step 3 - Removal from team for remainder of season and signed parent notification
- The use of weapons, drugs, alcohol, or tobacco by any student athlete will result in immediate removal from the team/squad.
- Since Fremont student athletes represent their school and their community on and off the playing field, at home and away, they are to display good sportsmanship and exemplary citizenship.
- Student athletes are responsible for any equipment issued to them while participating in athletics. Failure to return equipment in acceptable condition will result in replacement of damaged or lost articles by the students.
- Failure to comply with any of the above stated rules may result in athletic ineligibility or dismissal from the squad/team.
- The coach may, at any time deemed necessary, remove a student athlete from the squad/team for disciplinary reasons within the team setting. The coaches must inform the administration of any situation that is occurring which may be detrimental to the school or athletic program.

Clubs

Clubs may be established to allow students with similar interests and ideas a chance to become involved in those pursuits, that fall within the scope of educational or school service purposes. The activities of an extracurricular club shall

take place only during non-instructional time. The school principal retains the right to prohibit activities and meetings and to disband clubs.

National Junior Honor Society

Membership in the Fremont Middle School chapter of the National Junior Honor Society (NJHS) is open to incoming eighth grade students. Students are selected at the end of the second trimester in seventh grade. Selection is based on scholarship (cumulative grade point of 3.8 or above from the third trimester of sixth grade and the first two trimesters of seventh grade) and based upon a completed application. Following NJHS regulations, an appointed panel evaluates applications based on the criteria of character, citizenship, leadership, and service. Invitation to apply does not guarantee selection. A National Junior Honor Society member who transfers from another school and brings a letter from the former principal or chapter sponsor will be automatically accepted into the Fremont Middle School chapter.

Dismissal from National Junior Honor Society

Members whose trimester grades fall below the standards (cumulative scholastic average of 3.8) of the National Junior Honor Society requirements shall be warned in writing by the chapter sponsor and given the opportunity to correct the deficiency. The second time trimester grades fall below the 3.8 mark, the member will face dismissal. In the case of misconduct, membership will be revoked. If a student receives a major detention, a warning letter will be given to the student. The second major detention will result in dismissal. In case of a suspension, a student will be automatically dismissed.

Student Council

Fremont Intermediate School

- Students in third, fourth and fifth grades are elected by individual classrooms and will serve as their classroom representative for one trimester or the entire school year. Each representative will be asked to participate in a fundraiser.
- Student Council meetings will be held on Friday mornings from 8:00 to 8:45 a.m. Students will participate in approximately seven meetings during the school year. Students may either get a ride to school or may take the early (middle school) bus.
- Students may be asked to participate in one activity per trimester outside of school hours.
- Student Council representatives will be expected to attend each meeting or event. Any representative, who misses two meetings or has multiple behavior incidents, will be subject to membership review.

Fremont Middle School

- All students interested in serving on Student Council at Fremont Middle School will need to fill out a resume. The student council advisor will provide the resume form.
- Each resume will need to be returned to the student council advisor by a specific date.
- The Executive Board of the Student Council will be selected by elections within the council once all homeroom representatives have been selected. Students within the council will elect a president (eighth grader), vice president (seventh grader), secretary (seventh or eighth grader), a treasurer (seventh or eighth grader) and a sergeant of arms (seventh or eighth grader).
- All student council members will be expected to attend all student council meetings and functions or notify the advisor, ahead of time in writing, if they will be unable to attend a meeting or function. Two unexcused absences from meetings or functions may result in removal from student council. An absence from school on the day of the meeting or function is an excused absence from all student council related events.
- All student council members will be expected to maintain a minimum GPA of 2.0 in all academic courses and conduct themselves in a positive, appropriate manner.
- Three minor detentions may result in removal from student council. Any major detention may result in removal from student council. Any suspension will result in immediate removal from student council.
- Failure to abide by the above mentioned guidelines may result in removal from Student Council per the judgment of the advisor and administration.

Band

This program is available to all students in fourth through eighth grade. Students participate in full band rehearsals and group lessons. The programs offered are regular band (grades 4 through 8) and jazz band (grades 5 through 8). Students need to be a member of regular band to be included in jazz band. There is a fee to participate in band.

Fremont Intermediate School Vocal Music Program

This program is available to all students in the fifth grade. This is a beginning choir experience designed for students to learn the basic of choral singing. Rehearsals take place only during non-instructional time.

Fremont Middle School Vocal Music Program

This program is available to all students in sixth through eighth grades. The Fremont Middle School Vocal Music

Program consists of three choirs separated by grade levels 6, 7, and 8. Students will learn vocal and performance technique as well as how to read and write music notation while exploring a variety of musical genres. Rehearsals take place during the school day. There is a fee to participate in the Fremont Middle School Vocal Music Program.

Fremont Middle School Dances

The Student Council or other groups organize several dances each year. Students must bring their school ID to all dances. Students must attend school for a full day in order to attend the dance. Exceptions may be made for medical appointments or a family emergency by contacting the school administration. Only students from Fremont Middle School may attend. All school rules are in effect, and students who do not comply with these expectations will not be allowed to attend future dances. Students are expected to stay for the duration of the dance and may only leave the dance with their parents or by written prior arrangement. Once a student leaves the dance, he or she may not return. Students must be picked up promptly when the dance is over.

Special Education

Fremont School District 79 provides and maintains appropriate and effective educational programs for students with disabilities who are residents of the district from age 3 through 8th grade. Students may be eligible and qualify for special education and related services due to disabilities under the Individuals with Disabilities Education Act (IDEA) in the areas of autism, intellectual disability, deaf/blindness, deafness, developmental delay (ages 3-9), emotional disability, hearing impairment, orthopedic impairment, speech or language impairment, traumatic brain injury, visual impairment, or multiple disabilities. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate access to educational services.

A copy of the publication “Explanation of Procedural Safeguards” is available to parents of students with disabilities.

Identification of Special Education Students

Students experiencing difficulty with academic learning, behavior, or social/emotional issues may be referred to the Problem Solving Team (PST) for review. The teacher, other professionals, or parents may make referrals. Parents may make a request in writing to have their child evaluated and should direct their request to the attention of the appropriate building administrator. The PST team is made up of an

administrator, a general and a special education teacher, the school psychologist, social worker, speech pathologist and other specialists as needed. After a referral is received, the PST team will review the student’s academic and behavioral data and may recommend the student for additional evidence based interventions. The team, along with the parents, may recommend that a case study evaluation be completed to determine whether or not a student is eligible for special education services. If the student does not meet expected progress after interventions are implemented, a full case study evaluation may also be recommended.

A domain meeting is then scheduled where all eight domains (health, vision, hearing, social/emotional, academic, general intelligence, communication status, and motor abilities) will be reviewed with further assessments identified as needed in each domain. Parent permission is required before a case study evaluation is conducted. When the evaluation is complete, a conference will be held with the parents within 60 school days to review the assessment data to determine whether the student is eligible for special education and related services. If found eligible for special education, an Individualized Education Plan (IEP) is written by the team, which also includes the parents for the student. A student will receive the special education, related services and accommodations on his/her IEP in the least restrictive environment through categorical programs specific to their individual needs. The IEP will be reviewed at least annually and a re-evaluation of eligibility and services will occur at least every three years.

Special Education Assessment

Evaluating students for special education eligibility and services may be completed for students based on the following:

- who have been identified through preschool screenings
- through the PST process have made little or no progress on evidence based interventions
- part of a three year re-evaluations
- parents making a request in writing for an evaluation

Parental signed consent is required before a case study evaluation may be conducted. The educational team and parents will assess the child’s current performance and needs in nine domains, which include academic performance, functional performance, cognitive abilities, communication status, health, vision, hearing, motor, and social/emotional abilities. During the case study evaluation and eligibility meeting, the team will identify the student’s educational needs, and determine appropriate goals, supports, and placement to meet the child’s needs. A case study evaluation

may take up to 60 school days to complete from the day parent consent is signed.

If found eligible for special education, an Individualized Education Plan (IEP) will be developed with parents for the student. The student will receive all special education, related services, and accommodations as listed in the IEP in the least restrictive environment to meet their individual needs. The IEP will be reviewed annually and a re-evaluation of eligibility and services will occur at least every three years.

Qualified Interpreters At IEP Meetings

All parents of children eligible for an individualized education program (IEP) have the availability of an interpretation service at IEP team meetings.

- Parents can request an interpreter by contacting their child's case manager or school principal.
- Parents have the right to request that the interpreter provided by the school district serve no role in the IEP meeting other than as an interpreter. The school district will make reasonable efforts to fulfill the request.
- Questions or complaints about interpretation services should be directed to the Director of Student Services.

Special Education Programs and Related Services

Fremont School District 79 provides special education services to students through learning resource classes, instructional classrooms, consultation, itinerant, and related services and through SEDOL or private outside placements.

Prior to program placement, all students receiving special education services have had a case study evaluation and were found eligible for special education services with an identified disability that required special education and related services. Parents, regular education classroom teachers, specialists, and administrators plan the educational program to meet the needs of the child together with special education teachers.

Students in the resource program are scheduled for small group sessions to receive assistance in their identified area of need as documented on their IEP. Additional assistance may be provided in the classroom when a special education resource teacher works collaboratively with the regular education teacher. Students whose educational needs require special education services all or most of the school day are placed in an instructional classroom with a special education teacher and a paraprofessional. Students are mainstreamed into general education classes as appropriate to meet their educational needs.

Students may receive consultation services when their educational needs are met through staff monitoring and collaboration. Itinerant services are provided typically for speech/language services for students who attend parochial school or are homeschooled and also for early childhood students whose only educational need is speech.

Fremont School District 79 is a member of SEDOL, the Special Education District of Lake County, that provides resource services and programs and placement options for students needing more targeted special education services due to the complexity or severe nature of their disability. These services may be provided at Fremont School District 79 or at a SEDOL classroom placement. SEDOL services may include audiology, hearing and vision itinerant, support services for students on the autism spectrum, or a program for students with severe/profound disabilities or emotional and behavioral challenges that cannot be met in a district program.

Related services are support services required by the Individuals with Disabilities Education Act (IDEA) which are needed by a student in order to benefit from their special education services. These services may include, but are not limited to: speech/language services, social work services, occupational therapy, physical therapy, vision and hearing itinerant services, health services, and teacher aide services.

Behavioral Intervention for Students with Disabilities

The following paragraphs have been developed based on information outlined in *Behavioral Interventions in Schools - Guidelines for Development of District Policies for Students with Disabilities*. This document was prepared by the Illinois State Board of Education and is available by writing to the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-00011. The superintendent at 847-566-0169 will address questions concerning administrative procedures related to this policy.

It is the intent of Fremont School District 79 that interventions used with students will incorporate procedures and methods consistent with professionally accepted educational practice. Non-restrictive interventions are preferred, because of the low risk of negative side effects and the high priority placed on behavior change rather than on behavior control. These interventions may be used without the development of a written behavioral management plan or inclusion in an IEP. All of the procedural protections available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing Behavioral Intervention Plans.

Students whose behavior negatively impacts their learning will be referred to the Problem Solving Team for intervention planning. Data collection and analysis will be conducted to identify target behaviors and their antecedents and consequences. Interventions and progress monitoring will be implemented with periodic evaluation. Students referred for a full case study evaluation whose behavior is negatively impacting their learning will have a Functional Behavioral Analysis and formal Behavior Intervention Plan as part of their IEP.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan or IEP. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented and given to parents.

Any additional information needed on additional programs in Special Education can be found on the Student Services website.

Services under Section 504 of the Rehabilitation Act of 1973

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child 1) has a physical or mental impairment that substantially limits one or more major life activities, 2) has a record of a physical or mental impairment, or 3) is regarded as having a physical or mental impairment. Questions about services under this provision should be directed to the building principal.

Student Records and Privacy

Records

Records of students are to be maintained in the school from the time a child enters the school. There are two types of records: permanent and temporary. Requests to review records must be made in writing to the principal. Local, state, and federal laws require that information in student records is held confidential. This same law requires that rules and procedures be established to maintain this privacy as well as a

record of any persons who have had access to the child's records.

Local, state and federal laws including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) allow parents or guardians the right to: inspect and review education records, seek to amend education records, and consent to the disclosure of personally identifiable information from education records except as specified by law. When a student turns 18 years of age or enters a postsecondary educational institution at any age, these rights transfer to the student.

Please notify the school promptly, in writing, of any change in address, telephone, health conditions, custody, or other matters that might be pertinent to school records. Parents are requested to contact the office for a transfer of records when withdrawing students from school. If the student has unpaid fines or fees and is transferring to a public school, an unofficial record of the student's grades will be sent in lieu of the student's official transcript of scholastic records.

Permanent Records

Permanent student educational records are kept on file for a minimum of 60 years by the school district. These records include the following:

- Basic identifying information - student and parent names and addresses, student's birthdate and birthplace, and gender.
- Academic transcript - grades, class rank, graduation date, grade level achieved, and scores on college entrance tests.
- Attendance record.
- Accident reports and health record.
- Record of release of record information (see *Release of Records below*).

The permanent records also may include the following:

- Honors and awards received.
- Information about participation in school sponsored activities or offices held in school sponsored organizations.

Temporary Records

Temporary records are normally retained for five years after the graduation, transfer or permanent withdrawal of the student from the district. The temporary records may also include the following:

- Family background information.
- Formal assessment results.
- Reports of psychological evaluations - information on intelligence, personality and academic information obtained through tests, observations and interviews.

- Elementary and secondary achievement level test results.
- Copies of the student's work.
- Participation in extracurricular activities, including offices held, honors, and awards received.
- Teacher anecdotal records.
- Disciplinary information.
- Special education files - reports of the individual education program meetings that determine whether placement is made, all records, and tape recordings relating to special education placement hearings and appeals.
- Gifted/Enrichment, English as a Second Language, and Reading Intervention qualification scores and progress reports.
- Any verified reports or information from non-educational persons, agencies or organizations.
- Other verified information of clear relevance to the student's education;
- Records of release of temporary record information.
- Other school officials, including teachers within the educational institution or local agency who may have legitimate educational interests.
- Officials of other schools or school systems where the student intends to enroll, provided the student's parents are notified of the transfer of records and receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record if they desire.
- Authorized representatives of the Controller General of the United States, the secretary and administrative head of an educational agency.
- Organizations or agencies in connection with a student's application for or receipt of financial aid.

Information may be released in connection with an emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.

Each school keeps a log of all agencies or persons who request or obtain access to information from a student's records. Parents, guardians or eligible students have the right to request a copy of information released. The records custodian of a school shall transfer the records of a student to the school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school or the student. The parent shall have the opportunity to inspect, copy, and challenge such information.

Release of the information other than to those specified above requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, reason for release, and specific records to be released.

Student Directory Information (per Board Policy 7:340)

The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

Non-Custodial Parental Rights

In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other unless there is a court order specifically on this point.

The right to inspect and copy student educational records, both permanent and temporary, is allowed to parents or guardians of students under age 18. Any student age 14 or older also has the right to read and review his or her temporary and permanent educational records.

Parent or student requests for review of records must be made in writing to the school principal. The principal will then arrange an appointment within two weeks for the review.

Challenge to Records (per Board Policy 7:340)

School board policy provides a procedure for the challenge of information on records by parents, guardians or students 18 years or older. A challenge to the content of records must be made in writing to the Building Principal. This letter should clearly identify the record being challenged and reason for the desired change to the record. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District shall notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing.

Release of Records

In general, no personally identifiable records or files (or personal information for either) may be made available to individuals, agencies or organizations without the written consent of parents, guardians or students over 18 years of age. However, limited exceptions are made. The records are available to the following individuals or groups:

Any parent may have access to his or her child's student records for the purpose of reviewing them.

For more information on Rights and Privacy of Student Records contact the superintendent's office, (847) 566-0169.

Surveys of Private Information

In accordance with federal law [Public Law 103-227 and the Protection of Pupil Rights Amendment (PPRA)], students who participate in federally-funded programs are not required to divulge in a survey, analysis or evaluation of any of the following without the prior written consent of their parents or guardians: (1) political affiliations or beliefs of the student or the student's parent; (2) mental or psychological problems of the student or the student's family; (3) sexual behavior and attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of other individuals with whom respondents have close family relationships; (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; (7) religious practices, affiliations, or beliefs of the student or the student's parent; or (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or guardians have the right to inspect, upon request, any survey created by a third party. Parents or guardians of students who are scheduled to participate in specific activities or surveys will be notified by mail or email before the survey begins. Parents or guardians may opt to have students not participate in special activities or surveys as listed above.

Internet, Technology and Publications

Acceptable Technology Use Procedures

All students are expected to follow the Acceptable Technology Use Procedures. The procedures can be found in Appendix A of this handbook.

Yearbook and Pictures

The Parent Teacher Organization publishes and sells a yearbook annually. Parents may purchase the yearbook. Students will receive all purchased copies by the end of the school year. Student pictures are published in the yearbook. Student pictures are taken in the fall and parents have the option of buying various picture packages.

Publication of Student Names, Photographs, Videos or Works

As a way to share positive news with our Fremont School District 79 community, your child may be photographed or videotaped during classroom or extracurricular activities or

otherwise on school grounds or at school-sponsored events for instructional, educational, informational or publicity purposes. The identifiable names, voice, image, works, photographs and/or videos of students may be used in various Fremont School District 79 or district-related publications, including and without limitation -- the FSD79 website, FSD79 social media sites, FSD79 YouTube or Vimeo site, news releases, television productions, newsletters, school yearbooks, school newsletters and public newspapers, as well as presentations at professional conferences and Board of Education meetings. As would be the case in print publications, the district may publish full student names on its website or social media sites. Pictures of students published on these Internet sites would not identify students by name. Students' names associated with photos may appear in electronic newsletters that are emailed to parents and staff as well as posted on the district website. This information shall not be used for paid commercial purposes. Release or publication of such student information will also be consistent with the Illinois School Student Records Act and the Family Educational Rights and Privacy Act. Please note that it may not be possible for FSD79 staff to always identify all students in the background of photographs or videos. FSD79 has no ability to restrict the use of student images where it is obtained at an event open to the public and placed on a medium that is not sponsored by FSD79 (e.g., a photograph taken by a journalist and published in the local newspaper). Furthermore, media companies may also post pictures, videos, and stories featuring our students on their websites.

Non-Consent Publicity Release and Waiver Form

Please fill out the non consent photo form if you do not wish to include your child in any or all publications through the Fremont School District 79. Please contact the district office for a copy of the form.

Student and Parental Rights

Expression of Concerns

Students have both the right and responsibility to express school-related concerns and grievances to the staff. These concerns must be expressed in a manner which is not slanderous, obscene, likely to disrupt class work, or cause substantial disorder to the learning environment of the school. Expression of these concerns may be made in writing or in person to the principal.

Resolution of Concerns

The faculty, staff and administration are committed to open communication with parents and students. Should a concern arise regarding a student or a situation, parents are asked to

address the concern first with the student's teacher or the involved staff member. If a satisfactory resolution cannot be reached, the building administrators are available to work together with the parent and staff member to find a mutually acceptable solution. If parents feel that the recommendations of the building administration are not acceptable, parents may then seek a review of the situation with the superintendent. If parents want further review, they may request a hearing with the Board of Education.

Equal Educational Opportunities (per Board Policy 7.10)

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, gender identity, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the district remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board of Education Policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Procedures for Grievances (per Board Policy 7:20)

The superintendent shall appoint a nondiscrimination coordinator. The superintendent and the building principal shall use reasonable measures to inform staff members and students of this policy and grievance procedures.

Custody Arrangements

According to Public Law 93-380, The Family Educational Rights and Privacy Act (FERPA) and Illinois Public Act 85-1389: "In the case of divorce or separation, a school district must provide equal access to both natural parents, custodial and noncustodial, unless there is a legally binding

document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a certified court order or other legal paper that prohibits access to education records, or removes the parent's right to have knowledge about his or her child's records. A certified court order would also be required if restrictions were placed on when and where a parent might contact or visit the child at school." The above has been provided because the school needs accurate documentation in order to protect the parent's and child's rights as well as the school's rights.

Parents/guardians need to print the correct information on the Emergency Information Card from the district. **A copy of legally binding documents (i.e. certified court orders) is also imperative for the school to provide information to all parties.** Copies will be kept in the school office and shared only with the appropriate school personnel.

Teacher Qualifications

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

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

Please contact the school office to receive any of this information.

Homeless Child's Right to Education

The (federal) McKinney-Vento Homeless Education Assistance Act, and the Illinois Education for Homeless Children Act ensures homeless children have a right to:

- A free, appropriate public education including a priority to preschool programs
- The choice of staying in the school of origin or attending the school nearest their shelter or temporary home
- Immediate enrollment even when required documents such as school records, medical records, proof of residency, or other such documentation cannot be produced at the time of enrollment

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

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

Sex Offender and Violent Offender Notification Law

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

- Illinois Sex Offender Registry can be found on the Illinois State Police's website.
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry can be found on the Illinois State Police's website.

Pesticide Application Notice

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

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

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.

School-Parent Compact

Fremont School District 79 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

District Responsibilities

Fremont School District 79 will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Highly qualified teachers will use the district-adopted curriculum that is aligned to the Illinois Assessment Frameworks to instruct all students.
 - Parents will be provided access to the curriculum via the district and school website and annually during Curriculum Night.
- Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - November
 - February/March of each school year.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - The school will provide parents with progress reports each trimester.
 - Parents will be provided with the results of reading and math assessments.
 - Parents of Limited English Proficient students will also receive ACCESS testing scores.
 - This information can also be translated into Spanish and Russian.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Staff will provide parents with email addresses and school telephone numbers. Staff will be available to meet with parents during the school day as necessary and when scheduled.
- Parents are always encouraged to:
 - Volunteer and participate in their child's classroom.
 - Contact Fremont's PTO, Fremont's Education Foundation, and the classroom teacher to learn about more ways to be involved.
 - Participate on a number of school committees such as the district's Handbook Committee.

Parent Responsibilities

- Parents will support children's learning in the following ways by:
 - Monitoring attendance.
 - Ensuring that homework is completed.
 - Volunteering, if possible, in child's classroom.
 - Participating, as appropriate, in decisions relating their child's education.

- Promoting positive use of their child's extracurricular time.
- Staying informed about their child's education and communicating with the school by promptly reading all notices from the school or the school district either received by the child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups

Student Responsibilities

- The student will share the responsibility to improve academic achievement and achieve the state's high standards. Specifically, students will:
 - Do homework every day and ask for help when needed.
 - Read every day outside of school time.
 - Give parents or the adult who is responsible for his or her welfare all notices and information received from school every day.

Parental Involvement

Parental Involvement/Volunteer Program

Fremont School District 79 appreciates the continuing support of our parent and community volunteers. Many volunteers are in and out of the building on a daily basis. Teachers may ask for parental help in their classroom to complete projects, chaperone field trips, complete routine duties, and to work with individual students.

In addition, the PTO and education foundation needs volunteers for a variety of programs and projects. Without the support and effort of all of these volunteers, many beneficial activities would not be possible. **Due to possible liability and disruption of the academic environment, volunteers are discouraged from bringing young children to their volunteer activities.**

Guidelines for Volunteers

- Upon each arrival at school, report to the school office to sign in and get a visitor's badge.
- Report directly to the area to be visited on that day.
- Follow the teacher's instructions.
- Complete assigned duties.
- Stop at the office to sign out prior to leaving the building.
- Notify the teacher or the school office if canceling your scheduled time.
- Always act professionally.
- Maintain strict confidentiality regarding student abilities and behaviors.

- Direct any suggestions or concerns to the teacher or the building administration.
- Do not use this volunteer time to conduct personal conferences.
- Parent volunteers are expected to adhere to the same dress expectations as students.

PTO (Parent/Teacher Organization)

The Parent/Teacher Organization is a vital component of our school community. Throughout the year, this organization of volunteers sponsors and coordinates many different activities to support our school, sports, and fine arts programs. The PTO publishes the *Buzz Book*, sponsors parties, book fairs and family outings, and provides support for a number of other activities. The organization is open to any FSD79 parent or staff member. Monthly meetings are held at 6:30 p.m. in the Fremont Middle School Media Center on the third Wednesday of the month unless otherwise noted.

Fremont Education Foundation (FEF)

The Fremont Education Foundation is a not-for-profit organization formed to enhance and complement educational opportunities for all students attending our three district schools. The foundation is qualified by the IRS as a 501(c) (3) organization to receive tax deductible donations in support of educational excellence in our school district and community.

The FEF goals are:

- To stretch the boundaries of the traditional classroom and create diverse "teaching moments"
- To foster enthusiasm and support in the community for Fremont School District 79 schools
- To foster a love of learning
- To encourage students and faculty to be global learners

The foundation operates independently from the Fremont School District 79 Board of Education and is directed by a volunteer board of trustees who are committed to the goal of educational excellence. The trustees work to build partnerships in the community, research and select foundation projects, and raise funds to support those projects.

Appendix A

Acceptable Technology Use Procedures for Students

A. Acceptable Use

All users of the District's Electronic Networks (System) must comply with the District's Acceptable Technology Use Procedures for Students, as amended from time to time.

Access to the System is provided to students for educational purposes and business of the district. Personal use is prohibited except for set forth herein.

The System shall include all computer hardware and software owned or operated by the District, files stored on District file servers, workstations, cloud storage, other storage devices, District network (both wired and wireless), District electronic mail, the District website, District social media and District endorsed online services. "Use" of the System shall include use of or access to the System from any electronic device including remote access (secure entry to the System from a location outside of the system).

B. Privacy

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any files stored on or processed by District file servers, or the District's network, workstations, cloud storage and other storage devices. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, stored or processed by the District's electronic mail system. The District has the right to and does monitor use of the System by students including students' access to the Internet to determine whether the use is consistent with federal and state laws and District policies and procedures.

C. Privileges

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of System use privileges.

The System, including all information and documentation contained therein, is the property of the District, except as otherwise provided by law.

D. Prohibited Use

Listed below are some prohibited uses of the System. Any prohibited use of the System may result in discipline. The System shall not be used to:

1. Engage in activities which are not related to District educational purposes or the District's

business;

2. Access, retrieve, create, disseminate, or view obscene, profane or indecent or sexually explicit materials;

3. Access, retrieve, create, disseminate, or view any material in violation of any federal or state laws or regulations or District policies, procedures or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing private information such as: the full name, address, or phone number of any student, or user;

4. Transfer any software to or from the System without authorization from the District administrator or designee;

5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales;

6. Harass, threaten, intimidate, bully or demean an individual or group of individuals because of gender, color, race, religion, disability, national origin, sexual orientation, ancestry, marital status, military status (including unfavorable discharge), gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic;

7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school hours or outside of school hours;

8. Disrupt or interfere with the System;

9. Forge or improperly alter any data that is part of the System or has been processed by the System, use an account owned by another user, or disclose a user's individual password;

10. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records;

11. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or other unwelcome messages;

12. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator;

13. Post material on the District's website, or District approved online services without the authorization of the appropriate District administrator;

14. Wastefully use resources, such as file space;
15. Post anonymous messages; and
16. Access the System while privileges are suspended or revoked.

E. Created Content

Any website created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District Administrator. All content, including links, of any website created by a student using the System must receive prior approval by the appropriate District administrator. All content of a website created by a student using the System must conform to these Acceptable Use Procedures and must be ADA compliant.

F. Indemnification

The student and parent/guardian agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees incurred by the District relating to, or arising out of any violation of these procedures.

G. Security and User Reporting Duties

Security in the System is a high priority and must be a priority for all students. Students are prohibited from sharing their login IDs or passwords with anyone. Any attempt to login as another user may result in the loss of privileges or disciplinary action as set forth in Section M of these procedures. A student who becomes aware of any security risk or misuse of the System must immediately notify an administrator.

H. Vandalism

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in Section M of these Procedures, and possible legal action. Vandalism includes, but is not limited to, physical damage to the System, downloading, uploading, or creating computer viruses, and/or tampering with the District's data files and/or other users' files.

I. Telephone Charges

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

J. Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to

others;

2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language;
3. Do not reveal personal information, including the addresses or telephone numbers, of students;
4. Recognize that email is not private. People who operate the System have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities; and
5. Do not use the System in any way that would disrupt its use by others.

K. Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

L. Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email as an educational tool.

1. The District reserves the right to access and disclose the contents of any email account on its System, without prior notice or permission from the account's user.
2. Students should use the same degree of care in

drafting an email message as would be put into a letter or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or document.

3. Electronic messages transmitted via the District's Internet carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District.

M. Consequences For Violations

A student who engages in use of the System or Internet in violation of state or federal law or Board policies or procedures, shall be subject to discipline as deemed appropriate by District Administration including but not limited to: (1) suspension or revocation of System privileges; (2) payment for damages or repairs; and (3) other discipline up to and including termination, and referral to law enforcement authorities or other legal action in appropriate cases. Misuse of the System by a student may be considered gross misconduct.

N. Internet Safety

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

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

O. Disclaimer

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the System is at the student's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet, which may be obscene, indecent, or of an inappropriate nature. These procedures are subject to change to ensure continued compliance to federal, state, or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school.

Appendix B

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

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

Under Illinois' Student Online Personal Protection Act, or SOPPA, 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 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 remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district