



Orland School District 135  
Student/Parent Handbook  
Updated: March 2023

This student/parent handbook was developed to answer many of the commonly asked questions that you may have during the course of the school year. This handbook contains important information for parents and students. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions that are not addressed in this handbook, contact the main office of your school.

**\*\*This is a working document. As Board policies change, the content in this handbook reflects those changes.**

**\*\*As part of the registration process, you acknowledged receipt and acceptance of the policies and procedures outlined in this handbook.**

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## **BUILDINGS AND GROUNDS**

### **Asbestos Plan**

The Asbestos Hazard Emergency Response Act requires certain actions by the school district regarding the presence of asbestos in school buildings, including air samples and planning as may be required. The district has conducted testing and inspection and all buildings are in compliance with AHERA. You can access additional information about AHERA and the federal requirements related to asbestos and schools at the following link: [http://www.epa.gov/asbestos/pubs/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html).

### **Herbicide Application**

If fertilizer or lawn care application is applied to the properties owned by Orland School District 135, parents and staff within the District will be notified. An example of a notification can be found within the [Buildings and Grounds website](#).

### **Pest Management**

In conformance with the Structural Pest Control Act, the district follows procedures to control structural and landscape pests, while working to minimize the exposure of students and staff to pesticides. Issues or questions regarding the district integrated pest management program should be directed to the school principal or the Buildings and Grounds Department. Students or parents can submit a written request to the Buildings & Grounds Department if they would like to be notified prior to the application or use of any non-bait pesticide application. Reliable contact information must be provided by the parent or student. The district will make good faith efforts to provide actual notice to the parent. If the notice is not provided prior to application, the district will provide the notice as soon as it is possible to reach the parent. For further information regarding the Pest Control Act and its requirements, you can access the following Illinois Department of Public Health link: <http://www.isph.state.il.us/envhealth/structuralpest.htm>.

### **STARS Before/After School Program**

STARS is a high quality, district-sponsored program designed to provide safe, structured and nurturing before and after school care for students attending Orland 135 schools in kindergarten through eighth grade during the school year. The philosophy of STARS is for students to remain together with their peers before and after school where there are resources to reinforce learning from the school day, build on valuable social skills by having more interaction with friends from their school community all while staying active through a series of planned activities and free play. To learn more about the STARS program or register your child, please [visit the STARS website](#).

## **BUSINESS SERVICES**

### **Fee Payments to the District**

All registration payments are to be made online through Skyward/RevTrak. Families can pay by credit/debit card or e-check.

Cash and check payments are accepted at the schools when notified. All returned checks are directly sent to Envision Payment Solutions and payments are to be handled through Envision. There is a \$25 fee for returned checks that will be charged through Envision.

All student fees must be paid in full in order for students to participate in certain 8th-grade activities.

### **Fee Waiver Eligibility**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. 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.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process.

### **Free and Reduced Lunch**

Parents who feel that their children may qualify for free or reduced-priced meals should see the Business Office, or visit our website (<http://www.orland135.org/Page/123>) for a fee waiver form. 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. Pursuant to the Hunger Free Students Bill of Rights, every school in Illinois is required to provide a federally reimbursable meal or snack to students who request it, regardless of whether the student has the ability to pay or owes money for earlier meals or snacks. If the student owes money for meals or snacks in excess of the amount charged for five lunches, a school may reach out to the student's parent or guardian to attempt to collect the owed money and request that the parent or guardian apply for federal or state meal benefits. If the amount owed by the student is \$500 or more and the District has made reasonable efforts to collect the debt from the student's parent or guardian for at least a year, then the school District may seek an offset under the State Comptroller Act (allows Comptroller to intercept payments to debtors) to recoup the debt. In accordance with state law, the District will not stigmatize a student who cannot pay for a meal or snack or who owes money for a meal or snack.

## **CURRICULUM**

### **Accelerated Placement Program**

The District provides an Accelerated Placement Program (APP) which advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The placement can be in a curriculum generally provided for students who are older or in higher grades than the student being considered for advancement. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and © early entrance to kindergarten or first grade. Based on a review of certain information related to students, acceleration is possible for all students who demonstrate certain higher ability and who may benefit from such placement. [Policy 6:135 Accelerated Placement Program](#) provides further information.

### **Ann Marie's Law**

Illinois Senate Bill 1793, known as Ann Marie's Law, requires public schools to provide training for staff and an age-appropriate curriculum for students regarding suicide prevention and awareness. District 135 requires all staff to have online training, and teachers in grades 3-8 to have in-service training on this topic. Additionally, social workers and health educators incorporate age-appropriate suicide prevention and awareness information into the curriculum alongside the Social-Emotional Learning Standards. [Policy 7:290](#) speaks directly on the Suicide and Depression Awareness and Prevention Program and the guidelines followed by District 135.

All District devices are equipped with the [Safe 2 Help](#) app where students and staff can anonymously submit tips relating to bullying, suicide, or threats to themselves or others. In addition to the phone app, student ID cards have the suicide hotline phone number listed on them as well as the Safe 2 Help contact information.

### **Channels of Communication**

Should concerns or questions arise, please address them with the classroom teacher first. Building administration would be the next channel, followed by the District-level administration. The Board of Education is always the final level of appeal and, as such, is not the first contact on most issues.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

## Discipline

In accordance of disciplinary measures outlined in [Board Policy 7:190](#), students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

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

under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling,



eavesdropping, vandalism, and hazing.

20. Engaging in any activity, on or off-campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school detention provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to

the student.)

8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs, "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### Distribution of Non-Curricular Materials by Students

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that creates/encompasses any of the following situations:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by Board of Education policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes.

Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed is primarily prepared by students. Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined

for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### Drug-Free Schools

Consistent with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or at any school-related events. Drugs include any alcoholic beverage, anabolic steroid, any unlawful controlled substance as defined by Illinois law, and any substance that could be considered a “look-a-like” controlled substance. Any student who violates this policy is subject to discipline, up to and including expulsion. When appropriate the District will refer the student to resources that can assist the student in addressing drug or alcohol related abuse problems.

### Erin’s Law

Illinois House Bill 6193, known as Erin’s Law, requires public schools to implement an age-appropriate sexual abuse awareness and prevention curriculum for all students in grades Pre-K- 12. To meet this mandate, District 135 offers a presentation to all grade levels. The age-appropriate presentations emphasize healthy and safe relationships through interactive activities and discussions. Prevention programs are also backed up in our District by the teaching of fundamental social and emotional skills that help children develop their abilities to know and express themselves, have positive relationships, and make good choices. Please contact the Department of Teaching and Learning with any concerns or questions.

### Exemption from PE Requirements

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

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

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

### Grading and Promotion

School report cards are issued to students at the end of each grading period. For questions regarding grades, please contact the classroom teacher. Report cards will be available for viewing online for students in grades K-8. A printed copy will be available for students in Early Childhood.

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

## Guidance Services

The school provides a guidance program for students. The school social workers are available to those students who require additional assistance.

## Homeless Child's Right to Education

The residency, enrollment and attendance rights of students who are homeless are established under federal (McKinney-Vento Act) and Illinois (Illinois Education for Homeless Children Act) laws. Homeless students include children sharing housing with others due to loss of housing, financial hardship or similar causes, or those who lack a regular, fixed and adequate nighttime residence. A homeless student is generally entitled to immediately enroll in the school where they enrolled when they were permanently housed, the school in which the student was last enrolled or the school in the attendance area where the homeless student currently lives. A homeless student cannot be required to attend a separate school for the homeless. The district may be responsible for comparable services, including transportation, education and meals for the student, based on the student's circumstances. For any questions or issues related to the enrollment of a homeless student, the parent should contact the homeless liaison official for the district.

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.

District 135 Homeless Liaison Dr. David Snyder [dsnyder@orland135.org](mailto:dsnyder@orland135.org)  
708-364-3319

## Human Growth and Development Curriculum

Students will not be required to take or participate in any class or course in comprehensive human growth and development education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district human growth and development education class or course.

## Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. Please contact the Department of Curriculum with any requests.

## Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled in November to discuss student progress. The dates are indicated on the school calendar. Additional conferences may be arranged at the request of the individual teacher or parent.

## Re-Engagement of Returning Students

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

Senate Bill 100 (SB100) requires positive intervention before and in conjunction with any disciplinary exclusion, placing a priority on helping students, rather than just excluding them. SB100 mandates that educators, school administrators, staff, and school board members receive professional development training on culturally responsive, developmentally appropriate disciplinary action, and effective classroom management strategies.

## Remote Learning

If the Governor declares a public health emergency pursuant to Section 7 of the Illinois Emergency Management Agency Act, the State Superintendent may mandate remote learning days or blended remote learning days (hybrid of in-person and remote schooling) in lieu of solely in-person schooling. The district's remote and blended remote learning day plan, which addresses a wide range of issues from remote instruction accessibility to accommodations for special student populations, is provided on the District's website at: <https://www.orland135.org/Domain/1463>.

## Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students

18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

3. These rights are denied to any person against whom an order of protection has been entered concerning the student.
4. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.
5. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
6. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
7. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
8. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
9. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
10. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

11. The right to a copy of any school student record proposed to be destroyed or deleted.
12. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first
13. The right to prohibit the release of directory information.
14. Throughout the school year, the District may release directory information regarding students, as permitted by law and in compliance with Board policy.
15. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
16. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
17. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington DC 20202-460

### Teacher Qualifications

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

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

## When and Where Conduct Rules Apply

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

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



## **ENGLISH LEARNERS**

### **English Learners Program**

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

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

For questions related to this program or to express input in the school's English Learners program, contact Jennifer Nichols, at 708-364-3357 or [jnichols@orland135.org](mailto:jnichols@orland135.org).

## **HUMAN RESOURCES & BOARD POLICY**

### **Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis-infused product* to be administered to a student by certain individuals. For a list of qualified individuals, [please refer to policy 7:270](#). Smoking and/or vaping medical cannabis is prohibited. Approved products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. The product must be administered in a manner that is not disruptive to the educational environment or cause exposure to other students. A school employee shall not be required to administer the product.

### **Automated External Defibrillator**

In accordance with [Policy 4:170](#), the District has at least one automated external defibrillator (AED) available at every physical fitness facility on the premises. Along with the AED on-site, the District has a trained AED user on staff during business hours and available during activities or events sponsored and conducted by the District. Each AED is probably tested and maintained in accordance with rules developed by the IDPH.

### **Bullying Prevention and Response**

According to [policy 7:180](#), bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in

writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

Complaint Managers for the District are the Assistant Superintendent for Teaching and Learning, and the Director of Human Resources.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. Please view [policy 5:230](#) for more information regarding corporal punishment.

### DCFS - Mandated Reporter

Per Board Policy and Illinois School Code, any District employee who suspects or receives knowledge that a student may be abused or neglected shall immediately report such a case to the Illinois Department of Children and Family Services. The employee also shall promptly notify the Superintendent and Principal that a report has been made.

## Equal Opportunity

In accordance with [policy 7:180](#) and [policy 7:10](#), equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

## Gang & Gang Activity Prohibited

According to [policy 7:190](#), “Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## IHSA Hands-Only CPR and AED Training

Public Act 098-0305 requires the IHSA to be given a CPR training video to post on its website so that staff at IHSA-member schools can watch it. The act also indicates school districts shall notify parents and encourage them to view the video, too. The following is a link to the act on the General Assembly’s website: <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0305&GA=98>

You can find the video here: [www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx)

## Refusal of Medication

According to [Policy 7:190](#), 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.

## School Visitation Rights Act

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 school events may be requested from the building administration.

## 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 or parent/guardian with a sex equity or equal opportunity concern should contact the District Complaint Managers.

### Sex Offenders and Violent Offenders

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

#### Sex Offenders:

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

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

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

Any time that a convicted child sex offender is going to be present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office at least 24 hours in advance of being on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### Sexual Harassment Policy

The district is committed to creating an environment free of sexual harassment. Accordingly, the District has developed a comprehensive sexual harassment policy which can be viewed here: [Policy 2:265](#).

### Student Privacy Protections

#### Surveys by Third Parties

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

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

to the building principal.

### Surveys Requesting Personal Information

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

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

Religious practices, affiliations, or beliefs of the student or the student's parent/guardian. Income other than that required by law to determine program eligibility. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### Teen Dating Violence

[Policy 7:185](#) states that engaging in teen dating violence at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. The term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Title IX

Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities and it complies with Title IX of the Education Amendments of 1972 and its implementing regulations concerning everyone in the District's educational programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. Sexual harassment as defined in Title IX is prohibited. Sexual harassment includes but is 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.

### Visitors to the School

During the pandemic, only essential visitors will be permitted in the building during school hours. Visitors will be required to self-certify upon entering a building and wear a mask while in the school. Visitors may be required to wear a mask regardless of vaccination status. For disabled students, visitation shall be managed pursuant to program observation policies for those purposes. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering any building to check in and obtain a pass. Requests to visit the school or a class shall be directed to the school principal. Students

may not bring visitors or guests to school without first contacting the principal and obtaining permission. Further information is available by [reviewing Policy 8:30](#).

## **INSTRUCTIONAL TECHNOLOGY**

### **Acceptable Internet Use**

These procedures are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources, including, but not limited to, devices issued to students by the District. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies will be involved.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

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

### **Authorization for Electronic Network Access**

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization for Electronic Network Access before being granted unsupervised use. All users of the District's computers to access the

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

As a condition of being allowed access to the Internet and the school district's electronic mail communication through the use of district computers or district means of access, students shall consent to monitor and inspection by school staff and administration of all student use of district computers and



district means of access. This includes any and all electronic mail communications made or attempted to be made or received by students and all materials accessed, uploaded, installed, downloaded, or transmitted by students. Students must provide their passwords to the system administrator. Students shall not modify, install, upload or download software without school authorization. In particular, students shall not modify or disable, or attempt to modify or disable, any filtering, blocking, management software installed on district devices or the district's computer system.

### Device Vandalism

Vandalism is any attempt to harm or destroy hardware, software, or data on the device, another user, the Internet, or any other network. This also includes modifying the device in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the device.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Administration. The Administration shall enforce the use of such filtering devices. An administrator, supervisor, or another authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks, Restrict student access to the inappropriate matter as well as restricting access to harmful materials,
2. Ensure student and staff privacy, safety, and security when using electronic Communications,
3. Restrict unauthorized access, including "hacking" and other unlawful activities, and
4. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

### Network Security

Network security is a high priority. If the user can identify a security problem on the device, the user must notify a district staff member immediately. Students must keep accounts and passwords confidential. Users should not access another individual's account. An individual identified as a security risk will be denied access to the device.

### Privacy

Users have no reasonable expectation of privacy in any or all uses of District technology resources. All users of the Internet and network agree to comply with The Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

### Student Data

Pursuant to state law, the District will provide written agreements, between the District and third parties

which receive personal information of students, [on the District's website](#). If any student data is breached, the District will notify parents of students whose information was compromised within thirty days or as soon as the notice will not interfere with a law enforcement investigation, if local law enforcement determines the notification would do so.

### Software Applications (Apps)

The apps and operating system originally installed must remain on the device in usable condition and be easily accessible at all times. Students shall not download or install software on any district-issued device.

### Student Accounts

The Administration shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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

## **RISK MANAGEMENT, SAFETY, TRANSPORTATION**

### **Bus Conduct**

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

- Violating any school rule or school district policy.
- 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 building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

### **Detainment and Questioning of Minor Students on School Grounds**

Pursuant to state law, before detaining and questioning a student on school grounds who is under eighteen years of age and who is suspected of committing a criminal act, a law enforcement officer, school resource officer, or other school security personnel must (1) make sure notification or attempt to notify the student's parent or guardian is made, (2) document the time and manner of the notification or attempted notification, (3) make reasonable efforts to ensure the student's parent or guardian is present during the questions, and (4) if practicable, make reasonable efforts to ensure that a law enforcement officer training in promoting safe interactions with youth is present during the questioning. However, these requirements do not limit the authority of law enforcement to make arrests on school grounds and do not apply to circumstances where immediate actions would: (1) prevent bodily harm, (2) result in apprehension of an armed or fleeing suspect, (3) prevent destruction of evidence, and (4) address emergency and other dangerous situations. [The District policy can be found at Policy 7:150.](#)

### **Emergency Closings and Delays**

If the District or specific school must be closed or the opening delayed because of inclement weather, conditions or other exigent circumstances, the school will provide information regarding such emergency by the following means:

- Email

- Text Message
- District Website
- WGN Radio Station & Television Channel
- [Emergency Closing Center](#)

Parents and students are responsible for checking and informing themselves about emergency closings and delays.

### Personal Transportation

Personal transportation devices such as skateboards, scooters, rollerblades, hoverboards, and bicycles will not be allowed for use on school grounds. Students who use such devices to get to school must walk to the school carrying or pushing the device once arriving on school property.

### Safety Drill Procedures

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

### Search and Seizure

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Students should not bring items of value to school or leave items of any value unattended or unsecured at school. The school is not able to ensure the safety or security of student property at school, and is not liable for any damage or loss of student property.

### Seizure of Property

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

### Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents will be provided bus stop information prior to the start of school. Students are not permitted to ride a bus other than the bus to which they are assigned.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administration

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

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

In the interest of the student's safety and in compliance with state law, students are also expected to observe the following:

- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
- Electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students.
- Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of an investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the Department of Risk Management and Safety.

### Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be recommended to the Board of Education for expulsion for a period of not more than 2 calendar years:

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

The expulsion recommendation may be modified by the Board on a case-by-case basis.

### Video Surveillance

To promote the health, safety and well-being of students and staff, routine video and audio recordings are made. The district reserves the right to video record public access and areas in and about the school buildings for these purposes, as may be determined necessary by the district. Electronic recordings (video, digital, audio) made on school buses are not considered to be part of, nor treated as a student record.

## **STUDENT GUIDELINES**

### **Absences**

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

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. Please note, a vacation is NOT an excused absence. Repeated unexcused absences can lead to consequences, loss of privileges, detention or other discipline, as provided by District practice. A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

### **Approved Snack List**

The approved snack list is available on the District website at [www.orland135.org/page/3139](http://www.orland135.org/page/3139). All snack items should be free of peanut products and nut oils. Please check nutritional labels before bringing any items to school. This snack list does not apply to individual student lunches; however, snacks are not allowed for student lunch groups. No food treats are permitted for special events. Students with food allergies should submit a completed Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form (also available on the school website) to the school nurse.

### **Attendance**

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

Attendance requirements have the following exceptions: children who attend private school; are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician); are lawfully and necessarily employed; are between the ages of 12 and 14 while

in confirmation classes; have a religious reason requiring absence; or are 16 or older and employed and enrolled in a graduation incentive program.

### Dress Code and Appearance

The final authority for judging the appropriateness of a student's appearance rests with the building administration. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, ethnicity, religion, cultural observance or body type. The following section is not all-inclusive. It is expected that attire is appropriate to wear while in school or in attendance at school-sponsored activities.

#### Students Must Wear

- A Top/Shirt (with straps or sleeves and fabric in the front, back, and on the sides).
- Bottoms/Pants/Jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) that do not expose underwear and/or buttocks.
- Top/Shirt and bottoms/pants must be touching while walking or standing.
- Shoes/Footwear.
- Clothing, accessories, and hairstyles which are not disruptive to the educational program.
- Attire must be safe and therefore not be a hazard to the health or welfare of the student(s).

#### Students Cannot Wear

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, drugs, drug paraphernalia, vaping, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Accessories, such as wallet chains, that could cause potential harm/injury to others will be prohibited.
- Hats, hoods, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day with the exception of headwear for religious, cultural or medical purposes.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted.

Students who do not comply with the above guidelines will be given alternate clothing by the school (if available), asked to change into other clothing, or asked to call home to request that acceptable clothing be brought to school. If there is any doubt about dress and appearance, the building administration will make the final decision.

### Extracurricular Activities and Eligibility

Parents and students are expected to show good sportsmanship and conduct themselves in an appropriate, respectful fashion at all activities related to the District and specific schools. Attendance at and participation in activities, whether as an athlete or fan is a privilege. The exercise of such privilege is



subject to proper behavior. The school board's rules pertaining to rules of conduct and sportsmanship for athletic and extracurricular school events apply broadly to all spectators, students, and participants in the athletic and extracurricular event. Any person who violates the rules may be denied admission to school events.

Students shall not:

1. violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol; and
3. ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form.
4. ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form in any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;

Academic and behavioral standing for participating students is checked each week on Wednesday and applies to the following Monday through Sunday.

A student with a '1' in academics, and a '1' in a category of behavior (responsibility, safety, respect, or engagement), in the same class, may be deemed ineligible Monday through Saturday of the following week. Final determination rests with the building administration.

Effective, timely, and actionable feedback must be provided and documented to the student by the teacher issuing the '1' and '1' grade marks. This means that the student has been explicitly guided on how to improve in both areas of scholastic standing.

The feedback from the teacher(s) issuing the '1' and '1' must be provided by the end of school hours on the Thursday following the day of the eligibility check (Wednesday).

The student's parents must also have received documented notification (from the teacher(s) issuing the '1' and '1' grade marks by the end of school hours on the Thursday following the eligibility check (Wednesday) and provided feedback for how the student may improve.

Students on Individualized Education Plans (IEPs) or 504 Plans may not be deemed ineligible for receiving a '1' for academics or behavior if they are on an IEP or 504 in the area for which they are receiving the '1'.

### Field Trips

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

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

### LOCKERS (applicable to junior high students)

Hall Lockers: Each student will be assigned a hall locker. Students must keep this same locker all year, unless the principal grants permission for a locker change. Periodic inspections will be made to see that lockers are kept neat and orderly. Students need to keep lockers locked at all times. All personal items and books should be kept in the student's locker when not in use. Do not tamper with another locker, deface the locker in any way or paste anything inside the locker. Students should not give their locker combinations to anyone. The school is not responsible for stolen items.

P.E. Lockers: All students are issued a private locker for the purpose of storing PE uniforms and personal items for physical educational activities. Combination locks are supplied free of charge. A fee will be charged for the replacement of a lost or broken lock. In the event that required articles are lost through carelessness, it will be the responsibility of the student to replace these items. The school is not responsible for any items that are stolen or not securely locked in their lockers.

### Lost and Found

Each school building has its own lost and found location(s). Please refer to your building staff to determine that location. Any items not claimed by the end of the school year will be donated to a local charitable organization.

### Release Time for Religious Instruction/Observance

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

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

### Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (as prescribed by Board policy) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and

district will take further action, including, but not limited to the following actions:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

## **STUDENT SERVICES**

### **Accommodating Individuals with Disabilities**

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

### **Administration of Medication**

[According to policy 7:270](#), taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

### **Asthma Action Plan**

Illinois Public Act 099-0843 requires schools to request from parents of students with asthma an Asthma Action Plan (AAP). [A sample Asthma Action Plan is provided here](#). Families are asked to have their primary care provider complete the form and return it, completed, to their child's school nurse annually.

### **Behavior Intervention Policy**

The District has adopted behavior intervention practices and a policy consistent with the guidelines and requirements of the Illinois State Board of Education and School Code. The following board policy on the use of behavior interventions is available for review: [Policy 7:230](#).

### **Communicable Disease**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

#### Exclusion from School:

Susceptible students who have been exposed to a communicable disease shall be identified. Susceptible students are those with no history of the disease or vaccination. Susceptible students shall be excluded from school for a minimum of five days. Students will be allowed to make up any work missed on days they are excluded from school due to a communicable disease outbreak.

#### Diabetes

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

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

#### Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained on the website: <http://www.orland135.org/domain/58>.

#### Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which

immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students, helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. The District shall follow the Illinois State Board of Education food allergy guidelines, which can be found here:

<https://www.isbe.net/Pages/Food-Allergy-Guidelines.aspx>.

### Head Lice

The school will observe the following procedures regarding head lice.

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

### Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact the Department of Special Education at 708-364-3331.

### Immunization, Health, Eye & Dental examinations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the

student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Blood-Borne Pathogens

The district is subject to Federal and State regulations to restrict the spread of pathogens including but not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the School environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for the District’s request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

### Communicable/Infectious Disease and Pests

School personnel are among the persons mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school while the acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed by the Illinois Department of Public Health regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by proper professionals, including the local health department, to ensure that the rights of the person

affected and those in contact with that person are adequately protected. The school will seek to maintain students in school unless there is sufficient evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Department of Health.

### Eye Examination

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

### Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### Exemptions

A student will be exempted from the above requirements for the following reasons:

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

### Individual Education Plan

For individualized education plan (IEP) meetings, the district must provide parents/guardians of the applicable student with the documents, such as evaluations and data, which will be considered at the meeting in advance. Three school days prior to a child's IEP, LEAS must provide parents/guardians with all written material that will be considered at an IEP meeting.

The parent/guardian can choose the method of delivery, such as mail or picking the documents up, and shall be notified, by the district, of their right to review and copy student records prior to an IEP meeting.



The district will inform parents and guardians of students with an IEP within twenty school days from the beginning of the school year or the establishment of an IEP of their ability to request related service logs for services administered under their child's IEP.

Pursuant to state law, the district will notify parents and guardians if their child has failed to receive services mandated by their child's IEP within ten school days after the IEP prescribes the student should have been receiving services. This notification will be provided to the child's parent or guardian within three school days of non-compliance with the child's IEP and must include information on the ability to request compensatory services.

### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to punish or discipline a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education Rules ([23 Ill.Admin.Code 1.280](#), [1.285](#)).

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

### Special Education

All children with disabilities have the right to a free appropriate public education as provided under Illinois and federal law. It is the obligation of the school district to properly identify, evaluate and place such disabled children. For children aged 3-21, a child with a disability could include a condition resulting in a developmental delay, or identification of one or more of the following: autism, deaf-blindness, visual impairment, other health impairment, specific learning disability, serious emotional disturbance, hearing impairment, speech or language impairment or traumatic brain injury. Parents of disabled students are also entitled to a copy of procedural safeguards once a year, as well as with the initial referral of a student, or request by a parent, for an evaluation or request for a due process hearing. Any questions regarding the proper identification, evaluation or placement of any such children may be directed to the Student Services & Special Education Department.

## Student Health and Emergencies

### Health Needs

Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the office of the school that they attend.

### Injury and Illness

If a student suffers an injury or accident at school, they should report it promptly to a teacher or the principal's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school emergency procedures. Student Athlete and Concussion protocol can be found in [Policy 7:305](#).

A student who becomes sick during the day at school should ask permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

### Emergency Medical Authorization

All students must have an Emergency Medical Authorization form completed and signed by his/her parents. Such form is also required in order to participate in any field trip or school related activity off school grounds. Failure to return the completed form to the school may jeopardize a student's educational program. More information regarding student health and emergencies can be accessed at the following link: <https://www.isbe.net/Pages/School-Health-Issues.aspx>.