

Student - Parent Handbook

2020-2021



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Discretionary Interpretation of Handbook

This student handbook is a summary, not an exhaustive list, of school district policies, rules, regulations, and procedures. School district administrators have the right to interpret and apply all Board of Education policies, procedures, rules, and regulations in accordance with the direction of the superintendent and the Board of Education.

-Approved by the Yorkville CUSD 115 Board of Education of Education on April 27, 2020

Part I: Student Information

Absences

It is the parent's/guardian's responsibility for the student to be in attendance the entire time school is in session. If a student will not be attending school for the entire day or a portion of the day, the parent/guardian must notify the school and provide a specific reason for the absence. School officials, not a parent/guardian, will determine if an absence is excused or unexcused. The office does not accept notes from parents/guardians under most circumstances except as provided by law. The parent/guardian must call the main office at the school before 9 a.m. to explain the reason for the student's absence or it will automatically be considered unexcused. For convenience, a voicemail system can accept messages before and after school hours. Administration, or a designee, reserves the right to call and confirm with any parent/guardian the reason for a student's absence. The office will handle requests for homework after two consecutive absences. After three consecutive absences, a note from a licensed healthcare provider will be required.

Anticipated Absences

An anticipated absence form will be issued by the main office to the student following a phone call (notes will not be accepted) from the parent/guardian explaining the reason for the anticipated absence. Anticipated absence forms must be signed by all the student's teachers and a parent/guardian and returned to the main office before the absence. Examples of absences that require an anticipated absence form include, but are not limited to: college visits, business trips with parents/guardians, religious holidays, and school-sponsored state events. Students who expect to miss classes because of a field trip or other school-sponsored activity **MUST** make arrangements for the make-up work with all teachers prior to the anticipated absence. Please refer to the section, *Guidelines for Makeup Work due to Absence from School*.

If a student must be taken out of school for any reason, please notify the school office at least three (3) days in advance. Such notice should also be given in writing to the classroom teacher at least three (3) days in advance if make-up or homework is being requested.

Excused Absences

Yorkville Community Unit School District 115 will follow the attendance policies established by the State of Illinois in reference to excused/unexcused absences. A student's absence will be considered excused for the following valid reasons:

1. Illness/Injury – Students returning to the school after an absence or doctor/dentist appointment should have a note from a licensed healthcare provider confirming the time frame that the student was seen and/or excused by the licensed healthcare provider. Students should remain at home until they have had no episodes of vomiting/diarrhea and have been fever free (without the use of fever-reducing medication) for 24 hours. Upon Yorkville CUSD 115 learning that a student has a confirmed diagnosis of COVID-19 or has been exposed to an individual with a confirmed diagnosis of COVID-19, Yorkville CUSD 115 will work with the family and student, as well as local health officials, in accordance with the guidelines established by the Centers for Disease Control and Prevention to determine appropriate next steps regarding the student's health and education. Below are the general guidelines of appropriate reasons for a student's absence:
 - a. temperature over 100 degrees Fahrenheit within the last 24 hours
 - b. vomiting/diarrhea within the last 24 hours
 - c. severe headache, stomachache, earache, sore throat, chills, or allergic reaction
 - d. excessive coughing
 - e. rash of unknown origin
 - f. head lice and scabies
 - g. communicable diseases
 - h. quarantine/isolation due to COVID-19 diagnosis, symptoms or exposure
2. Death in the immediate family
3. Family emergency
4. Observance of a religious holiday - The parent/guardian of a student who is absent to observe a religious holiday or for religious instruction must provide written notice to the building principal at least five (5) calendar days before the anticipated absence(s). This written notice shall satisfy the notice requirement referenced above. The district provides each student who is absent from school due to the observance of a religious holiday an equal opportunity to make up any school work requirements including exams that are missed due to the absence.
5. Other situations beyond the student's control

6. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
7. Anticipated absence, if appropriate procedures are followed
8. Court appearance – Students returning to school after a court appearance must have documentation confirming the time frame that the student was in court.
9. Other reason as approved by the superintendent or designee

Unexcused Absences

An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the superintendent or designee. If the main office has not received a phone call from the student's parent/guardian prior to 9 a.m. on the day of the absence, the student will be considered unexcused.

The district considers the following reasons as examples of absences without valid cause, thereby resulting in an unexcused absence. The list is to be used for illustrative purposes only, and includes, but is not limited to:

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Giving rides to the airport
5. Babysitting
6. Shopping
7. Traffic
8. Extending Prom weekend - Administration reserves the right to require medical documentation for an absence to be considered excused on the school days prior to or following a weekend containing a school dance.
9. Vacations (family or otherwise) - The district believes that students should take family trips during scheduled school breaks and should be in school when school is in session. The district actively discourages the practice of students being taken out of school for family trips **as vacations are recorded as unexcused absences.**

Leaving the Classroom

Students should bring all necessary materials to class and should not find it necessary to leave the classroom to go to their lockers or elsewhere during class time. Students are required to follow the sign-in/out procedures of the classroom when given permission to leave.

Sign In/Out Policy for Students

Any absence that results from a student signing into the building late or signing out of the building early will be considered excused or unexcused based on the criteria for excused and unexcused absences as. A student must sign in with the main office anytime the student arrives more than five (5) minutes after the official start of the school day, and must sign out with the main office anytime the student leaves prior to the official end of the school day. If this policy is not followed, the student will be marked unexcused and receive the appropriate disciplinary consequences.

A parent/guardian must specify the reason their student is arriving late or leaving early from school. A parent/guardian must meet their student in the office to sign them both in and out of the building. Only the parent/guardian may give permission for a student to sign in/out of school. If a student signs out of school, a written verification may be requested upon the student's return. Students may not sign out for the sole purpose of leaving for lunch. Students who leave school due to illness or injury will be deemed excused or unexcused by the school nurse.

Attendance and After School Activities

Participants must be in attendance for half a school day in order to practice and/or compete that afternoon/evening in school-sponsored events. Special dispensation can be given by the principal for things such as family emergencies a death in the immediate family, attending funerals, dental and medical appointments, etc. The decision is within the sole discretion of the principal.

Excessive Absences

The district believes that in order for a student to obtain the most from the educational opportunities provided, it is important that students attend school on a regular basis with every effort made to minimize absences. Please be aware that whether a student absence is excused or unexcused, excessive absences will have a negative impact on student learning and success. The following procedures are in place to ensure that there is communication between the schools, parents/guardians, and students regarding student absences.

1. An attendance letter will be sent to a parent/guardian regarding attendance requirements.
2. Administration may request a parent/guardian meeting to discuss attendance patterns.

3. A second attendance letter will be sent to a parent/guardian requiring, them to provide medical or court documentation for any absence to be excused. Students aged 17 years or older who are absent without valid cause for 20 percent or more of the attendance days for two consecutive semesters may be denied enrollment or not receive credit for enrolled courses.
4. A referral will be sent to the Kendall County Attendance Caseworker.

Guidelines for Make-up Work Due to Absence from School

Students who are absent from school will be allowed to make up work for equivalent academic credit. Teachers and school administrators will work with the family to obtain missing assignments as a result of a student absence. Make-up work is to be completed outside of class. Reasonable time will be provided for students to make up work.

Missing summative assessments will be marked with a "Not Complete" (NC). Students will be provided up to two (2) weeks into the next grading period to resolve "Not Complete" grades. If a significant medical condition impacts student attendance, homebound tutoring may be provided pursuant to Board of Education Policy [6:150](#). Designation of excused or unexcused absences will be determined by the administration. If a student is unable to attend school due to a medical condition, the student may be eligible for home/hospital instruction pursuant to Board Policy [6:150](#). Please contact the Student Services Department if this may be applicable.

Truancy

When a student is absent without valid cause five (5) percent of the previous 180 regular attendance days (9 school days), he/she is considered truant under Illinois law. Interventions to address truancy may include, but are not limited to, parent/guardian contact, parent/guardian conference, home visits, student support services referral, referral to outside agencies, notification to the Regional Office of Education, and notification to local law enforcement.

Arrival/Departure Procedures

Arrival

1. Students K–8 should not arrive to school earlier than 10 minutes before school begins.
2. Students should enter and exit school in an orderly manner.
3. Students who are late to school must be signed in by a parent/guardian in the school office.

Dismissal

1. Students leaving early must be signed out by a parent/guardian in the school office.
2. All students should leave the building upon conclusion of the school day/activity.
3. If a student has not been picked-up from school within 30 minutes after dismissal, and the office cannot contact the student's parent/guardian, the police department will be called.

After-School Activities

1. Students should use only the front door or designated door, where applicable, for entering or leaving the building except in the event of an emergency or when going to the bus.
2. All students are requested to be off of school grounds following a school activity. Parents/Guardians should pick-up students with 15 minutes after the conclusion of the activity.
3. Students should observe school rules and procedures during and after school activities.

Asbestos

Inspection and management plans for the district, as required by the Asbestos Hazard Emergency Response Act, have been completed and submitted to the Illinois Department of Public Health. The district architect reviews asbestos every three (3) years, and the district conducts a self-evaluation every six (6) months. The results of the recent inspection indicate that safe conditions exist in all buildings. District operations and maintenance programs insure that these safe conditions are sustained. The inspection reports and management plans are available upon request for public viewing by contacting the district's Facility and Operations Department or the building principal.

Assembly Policy

The purpose of school assemblies is to either recognize student achievement or give a presentation to the student body. Students attending school assemblies should enter and leave in an orderly fashion, sit in a designated area or with a designated group, and exhibit appropriate behavior.

School Bus Rules and Regulations

School rules and specific bus regulations apply to all student who are transported by the district. Failure to follow these guidelines may lead to disciplinary consequences, including but not limited to suspension from riding the bus. Students may be provided assigned seats on the bus.

1. To ensure safety, the bus driver must maintain control and authority over students. Students must respond promptly to instructions given by the bus driver or monitor.
2. Loud talking, laughing, or unnecessary confusion diverts the bus driver's attention and may result in a serious accident. Students are permitted to talk quietly with the students sitting next to them. Horseplay, unruly behavior, and abusive and obscene language or gestures are unacceptable.
3. Students should not attempt to get off or move around the bus while it is in motion and should remain seated until the bus comes to a complete stop.
4. The use of tobacco, vapes, food, or drink on the bus is prohibited.
5. Animals, other than approved service animals, are not permitted on the bus.
6. Students should assist in keeping the bus clean. Books, lunches, or other personal articles should not be left on the bus.
7. Students will ride to all school-sponsored events on their assigned school bus unless prior approval from the principal has been given.
8. The aisles must be clear of books, band instruments, and other objects. Care and concern for the safety and comfort of younger children must be shown. Courtesy to all riders and the driver is expected.
9. Windows must not be lowered below the mark indicated on the bus. Heads, hands, and all objects must be kept inside the bus at all times.
10. Students should never tamper with any bus equipment. The student or his/her parents/guardians are responsible for any damages and subsequent costs of repair.
11. Students should arrive five (5) minutes before their scheduled pick-up time. Regular schedules must be observed, the bus driver will not wait for tardy students.
12. While waiting for the bus, students should be at their proper bus stop, stay off the road, stand on the area along the curb or sidewalk, and show respect for private property.
13. Students should watch for the bus driver's signal if the street or road must be crossed to board the bus. Students should cross in front of the bus.
14. Students must obey the bus driver's instructions when unloading. If the street or road must be crossed, students should wait for the driver's signal and then cross well in front of the bus. Drivers will not unload passengers at places other than the regular stops without proper authorization from school officials.
15. Any conduct that could be unsafe or impair the bus operation will not be allowed. Any school rules and regulations which are part of the regular school program but not listed above, apply to the school bus.

Permission for Students to Ride a School Bus to or from School

Any parent/guardian request for an emergency transportation arrangement, which is not the student's regular assigned route, must be approved by district administration or a designee. If it is determined that the request warrants special transportation arrangements (emergency situation), a member of district administration or a designee will contact the bus company directly regarding the ability to accommodate. If the bus company is able to accommodate, the principal will confirm by sending a written notification to the bus company and advise the parent/guardian that the request will be granted. The bus company will notify the bus driver of the special, temporary arrangement. Any decision to accommodate shall be within the sole discretion of district administration.

School Bus Discipline Procedures

Students are subject to regular disciplinary procedures, while riding the bus, depending on the nature of the conduct and the surrounding circumstances. The superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy [7:190](#) , *Student Behavior*
2. Willful injury or threat of injury to a bus driver or to another rider
3. Willful and/or repeated defacement of the bus
4. Repeated use of profanity
5. Repeated willful disobedience of a directive from a bus driver or other supervisor
6. Such other behavior as the superintendent or a designee deem to threaten the safe operation of the bus and/or its occupants

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

Academic Credit for Missed Classes During School Bus Suspension

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/guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

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

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

Celebrations and Events

Celebrations are an integral part of childhood and help students feel special and develop good self-esteem. With this in mind, the focus is on the students during the recognition of birthdays and classroom parties in the district. **No food is allowed for birthdays, parties, or celebrations.** Birthdays, parties, or celebrations may still be recognized in the school, and gifts, such as pencils, stickers, bookmarks, or other small items can be brought for each student in the classroom. Other ideas should be discussed with and approved by building administration.

Invitations for outside school activities and celebrations should not be distributed during class time.

Cold Weather Attire Procedures

Students need to wear appropriate outerwear when the temperature is 60 degrees Fahrenheit or below. Boots and snow pants are required in order to play off the blacktop area when snow is present. Students will not be outside when the wind chill and temperature are 15 degrees Fahrenheit or below or at administrator's discretion. Students may be kept indoors if not appropriately dressed for the weather.

Dress Code

Pursuant to Board of Education Policy [7:160](#), a student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The following are guidelines for student dress and appearance:

1. All students shall be clean in personal grooming and attire, and wear clothing for the purpose it was designed.
2. Students should wear clothing that is age appropriate, neat, clean, and well fitting. Pants with holes, rips, or tears must comply with the Dress Code. Generally, clothing must extend from the top of the shoulders to the mid-thigh area (or longer), and undergarments shall not be visible. Shoulder straps on tops should be at least one-inch-wide. Specifically, bare backs, bare sides, bare midriffs, and cleavage are unacceptable. Tops should cover the pant, short, or skirt waistband.
3. Clothing will be prohibited that advertises, advocates, symbolizes, or displays cigarettes, drugs, alcohol, gangs, profanity, sexual innuendos or obscenity, violence, disruptive behavior, intimidation, or other criminal behavior. Examples of prohibited clothing include, but are not limited to: gang identifiers (stars, crowns, pitchforks, dollar signs, dice, etc. as identified by the current edition of the *Street Gang Identification Manual*) and/or identifiers as established by the Yorkville Police Department and/or the Kendall County Sheriff's Department.
4. Pocket watch chains and any chain that could be construed as a weapon are not permitted to be worn.
5. Hoods, head coverings (except for religious/medical purposes), coats, sunglasses, bandanas, gloves, and the like are not to be worn in the school building from the time of entering until the end of the school day.
6. Shoes must be worn at all times. For student safety, slippers and footwear that may damage the flooring are not to be worn at school. Flip-flop sandals are discouraged at recess time.

Students are expected to dress in a manner that will not disrupt the educational process, constitute a health or safety hazard, or violate civil law. Students in violation of the Dress Code will be addressed by the building administration. Consequences include changing clothes, confiscation of inappropriate apparel, and further disciplinary measures as deemed appropriate. Additional concerns or questions regarding the Dress Code should be communicated to building administration.

Face Coverings

Consistent with guidance from the Illinois State Board of Education and the Illinois Department of Public Health, students **must** wear face coverings at all times while in school buildings (except when eating or if necessary to play an instrument), on school buses, and outside when social distancing of six feet or more cannot be maintained. Students are expected to wear a face covering to school each day. Students who arrive at school without a face covering will be provided a disposable face covering at no cost.

The only exemptions to the face covering requirement are for students who are younger than two years of age, have trouble breathing, or are incapacitated, or otherwise unable to remove the cover without assistance. In these aforementioned situations, these students will be provided a face shield instead of a face covering. Students who have medical conditions that make it difficult for them to wear a face covering may also be provided with appropriate accommodations to ensure the safety of that student and the rest of the school community. The accommodation will be the use of a face shield.

A note from the student's physician will be required for a student requesting the use of a face shield. District personnel will contact the parents/guardians of all students requesting exemptions to discuss appropriate accommodations. To request an exemption to the face covering requirement and the use of a face shield instead, please contact your child's school administration.

Students who refuse to wear face coverings, including those students whose parents/guardians prohibit the use of face coverings, will be required to participate in e-learning after attempts to solve this problem have been attempted and progressive discipline has not been effective. Students who refuse to wear face coverings may be subject to disciplinary consequences consistent with the Student Code of Conduct and Board Policy 7:190, *Student Behavior*.

Electronic Communication Devices/Bring Your Own Device (BYOD)

The district uses instructional technology as one way of enhancing its mission to teach the skills, knowledge, and behaviors students need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those skills, the district will allow personal devices on the guest network and school grounds for students who follow the responsibilities stated in the *Acceptable Use Policy* and the guidelines regarding BYOD.

The use of personal devices by students is optional.

An important component of BYOD is education about appropriate online behaviors. In addition to the rules outlined in these guidelines, students are expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges may be taken away.

Device Types

For the purpose of this program, the word "devices" includes laptops, Chromebooks, cell phones, smart phones, iPods, iPads, tablets, smart watches, and eReaders. Board of Education policy [6:220](#), *Bring Your Own Device*.

Access to the District's Electronic Network

This policy and its administrative procedures govern the scope of the district's authority and the safe and acceptable use of the district's electronic network. "Electronic network" includes but is not limited to:

1. District-owned or district-issued computers or similar devices, including but not limited to devices issued as part of a 1:1 mobile device program (e.g., Chromebooks, iPads, tablets, Kindles/eReaders)
2. Personal electronic devices capable of accessing the internet or any local-area or wide-area networks of the district, or otherwise transmitting or communicating electronic data, including but not limited to cell phones, iPods, smart watches, or any personal devices allowed as part of a BYOD program refer to page 8
3. The district's local-and wide-area networks, including wireless networks (WiFi), and any district servers and other networking infrastructure

4. Any access to the district's servers, the internet, or online apps via the district's networking infrastructure, including but not limited to remote or proxy access, from any computer or electronic device
5. Access to any online account issued by the district, regardless of how or where accessed (e.g., Google Apps for Education, eSchool, Canvas, etc.)

The district's electronic network, including the internet, is a part of the district's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The superintendent shall develop an implementation plan for this policy and appoint system administrator(s). The district's administrative procedure, *Acceptable Use of the District's Electronic Networks*, 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.

Each user is responsible for his/her own device and should use it responsibly and appropriately. Yorkville CUSD 115 takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Curriculum and Appropriate Online Behavior

The use of the district's electronic networks shall: (a) 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 (b) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board of Education Policy [6:60](#), *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (a) interacting with other individuals on social networking websites and in chat rooms, and (b) cyber-bullying awareness and response. Staff members may, consistent with the superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, 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. It is not to be used in conflict with the basic educational mission of the district. Use of the electronic network may be restricted in order to enforce Board Policy 6:60, the superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, and the special characteristics of the school environment. The superintendent or designee reserves the sole discretion to determine whether to restrict a student and/or parent/guardian of Education from using the district's network.

Acceptable Use

The use of the district's computers and internet is a privilege, not a right. The district's electronic network may only be used for defined acceptable uses and use may be monitored by the district. Parents/guardians shall agree to the Internet Access upon receipt of the student handbook during the school registration process. The internet is a valuable resource for education and research and shall be used in a manner consistent with the educational mission of the district.

All use of the district's electronic networks must be: (a) must be in support of education and/or research, further district goals, or (b) must be for a legitimate school business purpose. Incidental personal use must be minimal and must not interfere with the purposes of this policy or the district's interests. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or accessed via the district's electronic network or district computers. General rules for behavior and communications apply when using electronic networks the district's administrative procedure, *Acceptable Use of the District's Electronic Networks*, 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. The district's rules for behavior and communications apply when using the electronic network. The superintendent shall establish additional guidelines for the acceptable use, etiquette, and terms of use of the district's electronic network.

Unacceptable Use

The district shall not permit use of the electronic network that:

1. Disrupts the proper and orderly operation and discipline of schools, programs, and services operated or provided by the district
2. Threatens the integrity or efficient operation of any portion of the electronic network
3. Violates the rights of others
4. Is socially inappropriate or inappropriate for a student's age or maturity level
5. Is primarily intended as an immediate solicitation of funds
6. Is illegal or for illegal purposes of any kind
7. Constitutes gross disobedience or misconduct

Inappropriate or illegal internet or computer use is not tolerated. The internet shall not be used for access to information or activities that may be considered: socially inappropriate, inappropriate due to the maturity level of the student, illegal, a violation of the rights of others, or offensive to certain people. Such unacceptable usage may include, but is not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law
2. Unauthorized downloading of software or viruses
3. Downloading copyrighted material for a use other than personal use
4. Using the network for private financial or commercial gain including unauthorized purchases
5. Wastefully using resources, such as file space
6. Hacking or gaining unauthorized access to files, resources, or entities
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
8. Using another user's account or password
9. Posting material authored or created by another without his/her consent
10. Posting anonymous messages (except submission of Y not say something)
11. Using the network for commercial or private advertising
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material or sites
13. Using the network while access privileges are suspended or revoked
14. Vandalism (defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network including but not limited to: the uploading or creation of computer viruses)
15. Using technology in a manner that may reasonably be considered to have a potential adverse impact on the school and its educational processes, including, but not limited to: a threat or an attempted intimidation of a staff member, or an interference with school purposes or educational function
16. Knowingly deleting another student's work on a device

Unacceptable use will be grounds for the denial, revocation, or suspension of internet privileges. Additional discipline up to and including expulsion from school and criminal or civil charges may be applied to unacceptable usage. Students and their parents/guardians are further responsible to indemnify the district for any losses, costs or damages relating to any violation of these rules.

Responsibilities

As the internet is an electronic means for connecting computers and individuals throughout the world, the district cannot guarantee compliance with the district's *Acceptable Use Policy*. It is the responsibility of the student to meet the requirements of acceptable use. The district makes no guarantees regarding the internet and bears no responsibility for the accuracy or quality of information or services or loss of data. Parents/Guardians are responsible to authorize their student's internet access and for any costs that arise from their child's unacceptable use. Parents/Guardians further release the district and its employees from claims and damages arising from the student's use or inability to use the internet. During instructional time, students must only use the websites that teachers have approved for that specific activity.

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: (a) obscene (b) pornographic, or (c) harmful or inappropriate for students, as defined by federal law and as determined by the superintendent or a designee. The superintendent or a designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device only for bona fide research or other lawful purpose, if 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
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials
3. Ensure student and staff privacy, safety, and security when using electronic communications
4. Restrict unauthorized access, including "hacking" and other unlawful activities
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses

The district shall monitor the use of its electronic network to ensure compliance with this policy; its implementation plan or administrative procedures and any related rules; and any other disciplinary policies and regulations necessary to further

the safety and educational interests of the district.

Bring Your Own Device (BYOD)

The superintendent may allow the use of personal devices on the district's electronic network as part of a BYOD program. Such use will be governed by administrative procedures and/or guidelines established by the superintendent or designee, which at a minimum must require that:

1. Students and parents/guardians participating in the BYOD program must adhere to Board of Education Policy [6:235](#), *Access to Electronic Network*, Board of Education Policy [7:180](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*, Board of Education Policy [7:190](#), *Student Discipline*, the Student Handbook, and all administrative procedures implementing each, as well as any other applicable Board of Education policies and administrative procedures.
2. All personal devices excluding cell phones used on school grounds to access the internet or the district's electronic network must do so via the district's WiFi network, rather than via a personal data package, and shall be subject to the same content filtering system as district devices.
3. Personal devices used on school grounds may be searched based on reasonable suspicion of a violation of a law or a Board of Education Policy, which search will be undertaken pursuant to the authority of Board of Education Policy [7:140](#), *Search and Seizure* and administrative procedures pertaining to investigation of misconduct. However, district staff may view, and a student may be disciplined for, material displayed or stored on his/her personal electronic devices that are in plain view during the ordinary course of business.
4. The district shall not be responsible for damage to, loss of, charges incurred on, or technical support for personal devices.

1:1 Mobile Device Program

A 1:1 mobile device program is one in which each student is issued a district device (e.g., Chromebook, iPad) for use as part of the curriculum. Such a program is governed by administrative procedures and/or guidelines established by the superintendent or designee or by a handbook approved by the superintendent or designee, which at a minimum must:

1. Require that parents/guardians participating in such a program provide consent/authorization before being issued a device (during the school registration process)
2. Ensure that all devices have internet content filtered by the district
3. Clearly spell out parents'/guardians financial responsibility in the event of loss of or damage to a device (parents'/guardians' will be charged fair market price for all items issued to students through the 1:1 mobile device program that require repair or replacement).

Authorization for Electronic Network Access

Each student and his or her parents/guardians must sign the *Authorization* before being granted unsupervised use.

All users of the district's electronic network 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 district's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or Board of Education Policy [6:235](#), will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Emergency Drills

Student safety is a primary concern for the district. Throughout the year, periodic drills are required to educate students on procedures necessary during emergency situations. All staff and students shall familiarize themselves with these procedures. All students are required to remain calm and quiet during drills so that instructions may be heard. The following are examples of emergency drills: school evacuation, bus evacuation, severe weather and shelter-in-place, and run/hide/fight.

Field Trips

Field trips may be scheduled by the classroom teachers at various times during the school year. A fee may be charged for transportation and any admissions. All students wishing to attend a field trip must receive parent/guardian permission. Parent/Guardian chaperones may be needed on these trips; however, no siblings are permitted to attend field trips with a parent/guardian chaperone. Parent/Guardian chaperones are required to chaperone from the time of the departure to the time of arrival (including riding the bus). Walking field trips in the vicinity of the school will take place at various times. Parents/Guardians are requested to sign a permission slip at the time of registration.

Field trips are a privilege for students. Students must abide by all school policies during transportation and field trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may be subject the student to disciplinary actions.

Equal Educational Opportunities and Sex Equity Policy

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

Sex Equity

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

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

Grading System

The Yorkville CUSD 115 Learning and Grading Plan is focused on student learning. The purpose of the grading system is to communicate varied levels of student academic progress. Students are provided multiple opportunities to demonstrate mastery of content. Grades reflect the current level of standard mastery.

Students in kindergarten through third grade and "specials" (art, music, physical education) use a standards-based reporting system to monitor and communicate the ongoing mastery of student knowledge and skills.

The standards-based grading scale for kindergarten through third grade is:

- M: Meets**
- P: Progressing**
- N: Does Not Meet**
- NA: Not Assessed**
- I: Insufficient**

In fourth, fifth, and sixth grades, students will receive a standards-based report and a letter grade at the end of each quarter.

The grading system for students grades 7-12 is based on a 60 percent passing grade. Grades are issued quarterly for seventh-and-eighth grade students and at the end of each 18 week semester for grades 9-12.

The percentage grading scale is as follows for grades 4-12:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69-60
- F: 59 and below

Health and Medical Information

Accidents

Minor first aid treatments for an illness or injury will be provided by school staff members. If a student becomes ill at school or is injured as a result of an accident, it should be reported to the classroom teacher so that teacher can provide the student a pass to the school health office. Depending on the severity of the illness or accident, a parent/guardian, or person designated by the parent/guardian will be notified and will then assume responsibility for the student. If emergency medical services are necessary, every attempt will be made to notify the parent/guardian immediately. An accident report

will be completed if the student is injured at school or on the way to/from school. The personnel in the main office will complete accident reports for accidents that happen in the halls, on the way to/from school, or when the students are not under direct supervision of other school personnel. All injuries sustained at home are the responsibility of the parent/guardian. Parents/Guardians should provide all necessary (up-to-date) names and telephone numbers to the school in case of an emergency.

Each year, the district provides limited excess medical benefits to supplement deductibles and coinsurance payments incurred as a result of an accidental injury that occurred during regular school session or a school activity. School insurance claim forms are available by request from the Facility Operations Department. This insurance policy is provided directly to students by the insurance company that issues the policy. The district does not sponsor, finance, or guarantee this insurance coverage or its benefits in any way.

Communicable and Infectious Diseases

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education policy [7:280](#). The superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

The school nurse must be notified of all communicable and infectious diseases. The Illinois Department of Public Health Communicable Diseases Guidebook sets forth the following guidelines:

1. Chicken Pox - The student is excluded from school for at least 5 days and until all lesions have crusted.
2. Impetigo - Sores should be covered and the student will be excluded at the end of the school day. The student may return to school 24 hours after treatment has begun.
3. Conjunctivitis (pink eye) - The student is excluded from school and can be re-admitted 24 hours after treatment has begun or with a note from a licensed healthcare provider stating the student is not contagious. Early signs and symptoms include pink/red eyes, white or yellowish discharge from the eye, eye pain, redness of the eyelid or skin surrounding the eye and/or crusted eyelids. If a student develops any of these symptoms, a licensed healthcare provider should be contacted for advice and treatment.
4. Rash - Students with rashes of unknown origin must be seen by a licensed healthcare professional. They are excluded until the rash is diagnosed and his/her licensed healthcare provider provides a note stating the student is no longer contagious.
5. Ringworm - The student is excluded from school only if the affected area is not able to be covered with a bandage. If lesions cannot be kept covered, the student will be excluded from school until 24 hours after treatment has begun.
6. Strep throat/Scarlet Fever - The student is excluded from school until 24 hours of effective antimicrobial therapy is received and the student is fever-free for 24 hours without the use of fever-reducing medications.
7. Meningitis - The student is excluded from school until 24 hours of antibiotic treatment is received.
8. COVID-19 – When the student has a confirmed diagnosis of COVID-19 or been exposed to an individual with a confirmed diagnosis of COVID-19, Yorkville CUSD 115 will work with the family and student, as well as local health officials, in accordance with the guidelines established by the Centers for Disease Control and Prevention to determine appropriate next steps regarding the student's health and education.

Dental Exams

Illinois State Law requires all students in kindergarten, second grade, sixth grade, and ninth grade to present proof of having been examined by a licensed dentist before May 15 of the current school year. Exams must be completed within 18 months of the due date.

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

Head Lice

Students reported to have head lice will be sent to the health office for evaluation by the nurse or designee. If live lice are found, parents/guardians will be notified and educated by the school nurse as to the standard practice for ridding their child of lice. If a child has siblings in the district, the nurse in the appropriate building will do a courtesy check of that sibling for head lice. The Illinois Department of Public Health encourages each parent/guardian to inspect their child's hair, skin, and scalp often. Symptoms may include any constant itching of the scalp, presence of live lice or nits. If parents/guardians find evidence of, or suspect, head lice on their child, they must notify the school immediately. Illinois State Board Education follows the guidance of the American Academy of Pediatrics in regards to treatment of head lice.

Scabies

Students reported to have scabies will be sent to the health office for evaluation by the nurse or designee. If scabies are found, parents/guardians will be notified and educated by the school nurse as to the standard practice for ridding their child of scabies. Symptoms may include red bumps commonly found in skin folds, grey or whitish skin burrows, intense itching, especially at night.

Students evaluated by the nurse and found to have scabies will be excluded from school and other extracurricular activities until treatment recommended by the student's licensed healthcare provider has been completed.

Health Office Information

Students who are not feeling well may request a pass from the classroom teacher in order to see the school nurse. A student is typically allowed a maximum of 30 minutes in the health office unless the nurse determines the student requires extended time based on the presenting medical concern. After that time, the student will either go back to class or a parent/guardian will need to pick him/her up from school.

Phone calls home to report a student illness must be made through the health and/or main office. Students are not allowed to use their personal electronic devices to contact parents/guardians to report their illness. Students should inform the nurse if they are not feeling well.

Hearing and Vision Screenings

Hearing screenings are provided to students in early childhood, kindergarten, first grade, second grade, and third grade in addition to transfer students, new students, and all students receiving special education services. After a failure of two screenings, the student is referred for further examination by a licensed healthcare provider of the parent's/guardian's choice. If a parent/guardian objects to the hearing screening based on medical or religious grounds a written and signed statement must be provided to the school health office.

Vision screenings will be completed during the school year, as mandated, for student in early childhood, kindergarten, second grade, and eighth grade, in addition to all new students in the state of Illinois, first time students in public schools (home schooled, parochial), teacher or parent referrals, and all students receiving special education services. Kindergarten students or students enrolling in school for the first time must have a vision exam by October 1 of the school year that the student is being enrolled. This requirement may be waived for undue burden or lack of access to an optometrist or a licensed healthcare provider who performs vision examinations. The Illinois Department of Public Health waiver form is available at the district's office or school office. The waiver form must be submitted by October 1.

Vision screenings are not a substitute for a complete vision evaluation by an eye doctor. Students are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Parents who do not want their child to receive the provided vision screening, must notify the building nurse by the end of the first week of school.

Health Examination and Immunizations

Illinois law requires a student's parents/guardians to present proof that the student received the required health examination and immunizations against and screenings for preventable communicable diseases as required by the Illinois Department of Public Health. Unless an exemption or extension applies, proof of the required health examination and immunizations and screenings must be submitted by October 1. If the required proof is **not** submitted for a student by October 1, the student will be excluded from school until the required proof of health examination and immunizations and screenings is submitted to the district.

A student transferring from out-of-state who does not have the required proof of immunizations by October 1 may attend classes only if he/she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Exemptions

A student may be exempt on religious or medical grounds pursuant to state law and Board of Education Policy. The October 1 exclusion date also applies to receipt and approval of the requested exemption.

To request an exemption on religious grounds, a student's parent/guardian must submit a completed Certificate of Religious Exemption form. The certificate must detail the grounds for the objection and the specific immunizations or examinations to which the parent/guardian object. The certificate must be signed by the student's licensed healthcare provider, confirming that he/she provided education to the parent/guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required in Illinois. The Board of Education determines if the content of the Certificate of Religious Exemption constitutes a valid religious objection. The certificate is available on the Illinois Department of Public Health's or Illinois State Board of Education's websites or from the school health office.

To request an exemption on medical grounds, the student's parent(s)/guardian(s) must provide written verification from the student's licensed healthcare provider. A student may be exempt based on a medical condition that contraindicates a specific immunization when documented by the student's licensed healthcare provider. In cases in which the student's licensed healthcare provider states the lack of medical need for the required immunization, the licensed healthcare provider's statement, including documentation of proof of immunity, when applicable, shall be submitted to the Illinois Department of Public Health by the district, accompanied by a release signed by the student's parent/guardian. The student will not be excluded from school during the period of review, unless after the exemption date. The district will notify the student's parent/guardian upon receipt of the department's decision and the decision shall be placed in the student's record. If the district is not able to obtain a signed release from the student's parent/guardian to submit the information to the department for review, or if the department determines the student is not exempt from the required immunizations, the student shall be determined to be noncompliant and subject to exclusion.

Latex

Due to allergies and responses of students, latex products (including balloons) are not allowed in any of the district buildings.

Medical or Religious Excuse for Physical Education

A student may be excused from physical education (PE) up to two (2) days with a written note from a parent/guardian. The excuse may be based on medical or religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Students who have permission to be excused from physical education for medical reasons are to have written medical excuses from a licensed healthcare provider on file with the health office to be excused for more than two (2) days. A medical release written by a licensed healthcare provider must be received prior to the student's re-entry in the physical education program. Students who are excused from physical education may not participate in recess, athletics, or intramurals during the time they are excused.

Medication Administration

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed healthcare provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student and otherwise follow the district's procedures on dispensing medication.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization* form is submitted by the student's parent/guardian. No student shall 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 policy and its implementing procedures.

Except for pre-authorized self-carry, and/or self-administration of inhalers, epi-pens, and insulin by the student, all medications (prescription and non-prescription) must be distributed by the school nurse or appropriate school personnel. All medicines are to be left with the school nurse and the proper forms are to be filled out. Students may not bring any medications to school, even non-prescription, for self-administration without the knowledge of the school nurse. The District cannot be held liable for use of medications not stored by school personnel. A student may self-carry and/or self-administer insulin for diabetes, an inhaler for asthma, or an epi-pen for allergic reactions if the *Authorization and Permission for Administration of Medication* form is completed by the parent/guardian, licensed healthcare provider, and student.

The district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration. A student's parent/guardian must indemnify and hold harmless the district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

It must be understood that the policies and regulations of the district must be adhered to in full including:

1. The completed *Authorization and Permission for Administration of Medication* form, which includes parent/guardian permission and licensed healthcare provider's order that must include:
 - a. name of medication
 - b. dosage and time interval regarding administration
 - c. necessity for medication during school hours
 - d. disease or illness being treated
 - e. side effects (if any)
 - f. emergency phone number where licensed healthcare provider can be reached
2. Any medication brought to school under the above conditions must be in a container appropriately marked or labeled by the pharmacy or physician. Medication must be kept in the school office in a locked cabinet, with the exception of pre-authorized self-carry/self-administration of inhalers, epi-pens, or insulin by the student. The completed *Authorization and Permission for Administration of Medication* form must be on file in the health office.
3. Orders and requests regarding medication to be administered over extended periods of time must be renewed annually per Illinois State Board of Education policy.
4. In no case will the district become involved in the dispensing of or giving of non-prescription or over-the-counter medications, including cough drops, unless we have a completed *Authorization and Permission for Administration of Medication* form with both parent's/guardian's signature and the licensed healthcare providers order on file.
5. Daily scheduled and emergency medications will be provided on field trips, pro re nata (PRN when necessary) medications will not be administered during field trips.
6. Yorkville CUSD 115 retains the discretion to reject requests for the administration of medication during school hours.

All medication must be delivered to and picked up from the school by the parent/guardian or other responsible adult.

Nothing in Board of Education Policy [7:270](#) , *Administering Medicines to Students* and its implementing procedures shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Extended Medical Absences

If a student will be absent from school for an extended period of time with documentation from a licensed healthcare provider, Yorkville CUSD 115 may provide tutoring or e-learning in order to provide continued learning opportunities for students.

Home Access Center (HAC)

The Home Access Center is intended to be an online tool for parents/guardians to follow their child's progress in their classes. Parents/Guardians can view their child's schedule, attendance, and grades. Quarterly and semester grades will be provided for parents/guardians through HAC, however, special arrangements for paper copies can be accommodated. The request should be made directly to a building administrator. Parents/Guardians are encouraged to use the HAC regularly and contact teachers directly if they have questions or concerns. Parents/guardians may be contacted by the teacher if a student has more than three missing assignments and/or he/she is receiving a grade less than a C. The HAC is available online at <https://www.y115.org>. A login ID and password are necessary to access an individual student's records and are provided to parents/guardians at the beginning of the school year. If questions arise, a building administrator should be contacted.

Homelessness - McKinney Vento Homeless Assistance Act

When a student loses permanent housing and becomes a homeless person as defined by federal and Illinois law, or when a student who is homeless changes his/her temporary living arrangements, the parent/guardian of the child that is homeless has either of the following options:

1. Continue the student's education in the school of origin (*i.e.*, the school that the child attended when permanently housed or in which the child was last enrolled) for as long as the student remains homeless or, if the student becomes permanently housed, until the end of the academic year during which the housing is acquired.

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

The district's homeless liaison is: **Cathy Anderson** 630-553-4382

In the event it is in the best interest of a student who becomes homeless to continue to attend the school of origin, the parent/guardian is required by law to make a good-faith effort to provide or arrange for transportation to the school of origin, including authorizing relatives, friends, or a program for homeless persons to provide the student with transportation. If such arrangements cannot be made, and the student continues to live in the district boundaries, then, at the request of the parent/guardian, or, in the case of an unaccompanied youth, the homeless coordinator, transportation to and from that school will be provided by the district. If the student's temporary housing is outside district boundaries, and the school of origin is in the district, then the district will work with the school district where the student is living to agree on a method to apportion the responsibility and costs for transporting the student. If an agreement cannot be reached, the costs will be shared equally.

Assignments and Learning Activities

Assignments and learning activities may be assigned to provide opportunities for parents/guardians to work in collaboration with the school in supporting their children in the learning process. The goal of assignments and learning activities is to help students become independent learners and to strengthen their skills in specific areas. The amount of assignments and learning activities typically increases as the student moves through the grade levels. Assignments and learning activities may vary from student-to-student within each class, as teachers differentiate instruction to meet students' needs.

Intramural Sports Program

The intramural sports program (grades 5-6) is a series of instructional clinics that are conducted by school coaches or staff members during after-school hours at Yorkville Intermediate School, Grande Reserve Elementary School, Autumn Creek Elementary School, and Bristol Bay Elementary School. Boys, girls, and coed intramural programs may include cross country, volleyball, basketball and/or soccer. Intramural clinic dates, sign-ups, and information is available at each school before each scheduled activity. Participants must be in attendance for half a school day in order to practice in afternoon/evening school-sponsored events.

Lockers

The district has adopted the following policies, with regard to the use of lockers by students:

1. Lockers remain the property of the district at all times. Students have no expectation of privacy in their lockers, including any personal belongings left in their lockers. Every student is assigned a locker and, in some cases, a combination for that locker for each school year with the understanding that the district has the right to access the locker at all times. A student is to use his/her assigned locker and is not to change lockers without permission from the administration. It is strongly recommended that the student keep his/her locker combination to himself/herself. The district cannot be held responsible for items removed from lockers.
2. Every student is responsible for the contents of his/her assigned locker and may not permit other students to use the locker. Anything found in the locker or damage to the locker will be the responsibility of the student to whom the locker is assigned. No adhesive material will be allowed on or inside the locker. Parents/Guardians may be held responsible for responsible for damages.
3. The district strongly discourages bringing valuables to school. The school does not assume responsibility for items left in lockers. Should special arrangements be needed for an item of value, students should contact the main office.
4. Only the following items may be kept in the locker:
 - a. coats, hats, backpacks, etc., necessary for traveling to and from school
 - b. extra clothing needed at school, e.g., gym uniforms, protective clothing for art, etc.
 - c. school related books and supplies
 - d. a sack lunch - Food is not to be kept in the locker overnight or for any extended period
5. Under no circumstances shall any item, possession of which is illegal in Illinois, the City of Yorkville, Yorkville CUSD 115 and/or Kendall County, be kept in the student's locker. Examples include, but are not limited to, weapons of any kind, drugs (legal, illegal, prescription, or over-the-counter), cigarettes or tobacco products, matches or other fire-starting devices or, drug and vaping paraphernalia, etc.
6. No lock, other than the lock attached to the locker, may be placed on the locker. All padlocks will be cut off.
7. Lockers are subject to random searches at any time by school officials and/or canine units, per the request of school officials, and individual lockers may be searched due to any suspicious circumstances. The school maintains the rights of ownership of the locker. The locker assigned to the student is his/hers for use for that academic school year only.

8. Violation of this policy may result in the confiscation of property in question, and further disciplinary consequences as outlined in the disciplinary code.
9. Students should report any problems with their locker to the main office immediately.

Lost and Found

Items of value, wallets, purses, cash, or clothing should be given directly to a member of the main office staff. The school cannot be responsible for lost articles or money; anything of value should be left at home. Unclaimed items will be disposed of periodically.

Lunchroom/Recess Regulations

Lunchroom Regulations K-8

All school discipline rules apply. All students should follow the following rules.

1. Remain quiet enough so all can hear the supervisor's instructions.
2. Remain in line and follow the supervisor's instructions.
3. Use proper table manners.
4. Keep the table and area under the table clean.
5. Remain seated unless permission is given.
6. Wait for dismissal instructions after consuming lunch.

Lunchroom Accessibility

1. Vending machines are not to be used during school hours.
2. Food and/or drinks may be taken outside the cafeteria with staff approval.
3. All students' grades K-8 must go to the student cafeteria during their assigned lunch period. If a student does not go to the cafeteria for lunch, then it is considered truancy and the discipline consequences are the same as cutting any class during the school day.
4. Students must have a pass to arrive late to the lunchroom or the students may receive disciplinary consequences for their tardiness.
5. Students are to properly dispose of their own garbage.
6. Students are not permitted to leave the cafeteria during lunch periods without a pass. Staff members who wish to see a student during lunch must write that student a pass before the scheduled lunch period. No student will be allowed to leave the cafeteria without a pass. Lunchroom supervisors will not write passes.
7. If there is a behavior problem during a lunch period, the student may face disciplinary consequences that may result in moving the student to another table, detentions, suspensions, and, if the schedule allows, moving the student to another lunch period.
8. Students are not permitted to share food with others.

Recess Regulations K-6

While on the playground, the equipment is to be used in the proper manner for which it was designed. Wrestling, piggyback riding, piling on, or other rough play is not permitted. Throwing of sand, rocks, snowballs, and other missiles are forbidden. Play should take place within the boundaries of the designated area which, on some days, will be the blacktopped area only. Skate boards, baseballs and other potentially dangerous equipment are not allowed. Toys from home are discouraged. The district is not responsible for lost, stolen, confiscated, or damaged personal belongings.

Students will move from one place to another in lines. Therefore, it is expected that students will line up promptly, refrain from pushing or touching others, and follow the leader in an orderly fashion.

From time to time, other rules will be imposed by district staff members as necessary to insure that students are following proper conduct. Each staff member will inform students of expected behaviors. Constant reminders and explanations will not be given. Students are expected to obey the following guidelines.

1. Play within the designated area and away from the parking lot or street. During muddy conditions, remain on the blacktopped area.
2. Line up promptly at the door when a signal is given, ensure shoes are clean, and wait for a supervisor before entering the building.

Non-Discrimination

Rights of All Students

Equal educational and extracurricular opportunities, including programs, activities, services or benefits, shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Inquiries concerning the implementation of Title VII of the Civil Rights of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, 42 U.S.C. 12111 et seq., should be directed to the principal or district administration.

Rights of Students with Disabilities

The school district shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities who are enrolled in the district, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules, that special education services are needed.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. Students with disabilities who do not qualify for an Individualized Education Plan under IDEA may qualify for services under Section 504 of the Rehabilitation Act if the child (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules. For those students who are not eligible for services under IDEA, but, because of a disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent/guardian, representation by counsel, and a review procedure.

The district may enter into inter-governmental agreements with other school districts that shall assist the district in fulfilling its obligations to the district's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities. Any parent/guardian needing information regarding the identification, assessment, and placement of students pursuant to section 14-6.01 of the School Code and the Individual with Disabilities Education Act should contact the principal.

Accommodations for Students with Disabilities

Any parent/guardian or student requiring accommodations to attend a school activity or function, including parent/guardian conference, Board of Education meetings, and school programs, should contact the principal. The administrator or office staff will assist you with questions or individual needs. Students may use the elevator (in buildings equipped with an elevator) provided that they have a valid pass from the office to do so.

Discrimination/Grievance Procedure

A student, parent/guardian, employee, or community member should notify a District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the state or federal Constitution, state or federal statute, or Board of Education policy, or have a complaint, pursuant to Board of Education Policy [2:260](#) , *Uniform Grievance Procedure*. The district will investigate any such complaint consistent with the Policy.

Pesticide and Herbicide Application Notice

The district tries to limit its use of pesticides and herbicides however, occasionally needs arise in which the use of such pesticides or herbicides cannot be avoided. The district maintains a registry of the parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides or herbicides to school grounds. To be added to the list, please contact the Director of Facility Operations, at 630-553-4382. Notification will be

given before application of the pesticide or herbicide. Prior notice is not required if there is no imminent threat to health or property as seen in Board of Education Policy [4:160](#) -AP, *Environmental Quality of Buildings and Grounds*.

Response to Intervention

Response to Intervention (RtI) is the practice of providing high-quality instruction and intervention matched to student need, monitoring progress frequently to make decisions about change in instruction and goals, and applying the student's response data to important educational decisions. The primary focus of RtI is to maximize student achievement and to reduce behavior problems, thus preventing long-term academic failure. Successful implementation may require that the schedules of students involved be changed in order to accommodate necessary interventions.

Retention/Promotion

Students will progress annually from grade to grade. Grade level, advancement, and promotion shall be based solely upon successful completion of the curriculum, attendance, or measured performance on assessment program tests, or any other criteria established by the Board of Education. A student shall not be promoted based upon age or any other social reason not related to academic performance. The district shall provide remedial assistance to students who are not promoted to the next higher grade.

When retention of a student is a possibility, the student's parents/guardians will be notified and will be involved in the placement process. This notification will usually occur before the beginning of the second semester. The parents/guardians will also receive an explanation before a final decision on retention is made and will be given an opportunity to participate in a final placement conference.

School Closing Procedures

Yorkville CUSD 115 is equipped at the district and building level to contact parents/guardians through an automated calling/email system. This system allows all parents/guardians to be contacted by the superintendent or designee in the event of a school closing, unscheduled early dismissal, crisis/emergency situation, or when communication involves all parents/guardians. Announcements concerning closing, early dismissal, and delayed start times for school will also be made over radio station WSPY 107 FM, and Yorkville CUSD 115 social media and the mobile app.

E-learning

Yorkville CUSD 115 has an e-learning plan approved by the Board of Education and Regional Office of Education for emergency days to provide continuous learning opportunities for students. The e-learning plan is posted on the website www.y115.org.

School Fees

Fee Waiver for Application for Reduced Fees

The district recognizes that some families may not be able to pay all or part of the required school fees. Fee waivers or reductions for textbooks, other instructional materials, and driver education are available to students who meet the eligibility criteria as described in Board of Education Policy [4:140](#), *Waiver of Student Fees*. The fee waiver form is located on the district website. The parent/guardian must complete the fee waiver and return the completed form to the students' school or the district office.

Book and Instructional Material Usage

Books and instructional materials are owned by the district and loaned to students. Each student is responsible for and encouraged to take proper care of rental books and instructional materials. In case of loss or excessive damage to any classroom materials, the student's parent/guardian will be charged for the replacement value of the item.

School Resource Officer (SRO) and Security Department

School Resource Officer

A Yorkville Police Department officer has been assigned to serve as a full-time School Resource Officer (SRO) and liaison between the Yorkville Police Department and the district. The officer is available to provide help and information to students of the district. The SRO works to establish a positive relationship between the police department and the school community. The goal of the SRO is to assist in the maintenance of a safe and secure school environment that allows for the educational process to occur in a natural and uninhibited manner. In addition to general supervision and assistance,

the officer is available to counsel students, complete interventions when necessary, make referrals when appropriate, and provide law-related education.

Security Department

The District Security Department is responsible for providing safety and security related services for the district's buildings, staff and students. Security department personnel are available to create positive relationships with students, staff. The District Security Department provides safety, security, procedural, and investigative assistance.

Snacks

The district attempts to provide a safe learning environment for students with allergies. Parents/guardians may be asked to avoid bringing in snacks containing certain allergens. When events require that food is a part of a curricular activity, all items must be store bought and individually packaged, with ingredients clearly labeled, and approved by a building administrator.

Special Education

The district shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Assistive Technology

If a student has an Individual Education Program, the IEP team will provide written notice to the parent/guardian that informs the parent/guardian that the IEP team is required to consider whether the child requires assistive technology to receive a free appropriate public education. The notice must be given in writing to the parent/guardian at the child's initial IEP meeting and at each annual review meeting. The written notification also must include a toll-free number and internet address for ISBE's assistive technology program.

Parent/Guardian legal protections when a public agency seeks to access public benefits or insurance

Pursuant to Part B of the Individuals with Disabilities Education Act (IDEA), parents of children with disabilities have legal protections when public agencies seek to access public benefits or insurance (e.g., Medicaid) to pay for services required under the IDEA. Pursuant to such a request, the following disclosures are required.

1. Personally identifiable information may be disclosed
2. The purpose of the disclosure (e.g., billing for services)
3. The agency to which disclosure will be made (e.g., Medicaid)
4. The following no-cost statement: (a) a parent may not be required to enroll in public benefits in order for their child to receive a Free Appropriate Public Education (FAPE); (b) parents may not be required to incur out-of-pocket expenses such as a deductible or co-pay; (c) a district may not use a child's benefits if that use would decrease lifetime coverage, increase premiums, result in the family paying for services that would otherwise be covered, or risk loss of eligibility for certain waivers.
5. Parents have the right to withdraw their consent at any time
6. The withdrawal of a consent or a refusal to consent does not relieve the district of its obligation to provide all required services at no cost to the parents

Speech/Language Screening

A speech screening referral for any student may be made by a parent/guardian, teacher, or another school professional. If questions or concerns exist about a student's speech, a parent/guardian should contact the child's teacher who will refer the parent/guardian to the speech/language pathologist at the child's school.

Student Handbook

The superintendent, with input from the Student Handbook Review Committees, shall prepare disciplinary rules implementing the district's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for its review and approval.

The student handbook, which includes the district disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook.

Student Records

Student records are defined as any written or recorded information, maintained by the district, by which a student may be individually identified. Information, maintained by a staff member for personal use, is not considered a part of the student record. The district keeps records of its students in two files, a “permanent record” file, and a “temporary record” file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, and the Illinois School Student Records Act. The following information constitutes a summary of the student records procedures followed in the district. The district's full procedures are contained in a Board of Education Policy and Rules and Regulations, a copy of which is available at the Yorkville CUSD 115 Administrative Center or on the district's website.

Student Permanent Record

Shall consist of the following information.

1. Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents
2. Birth certificate
3. Academic transcript, including grades, graduation date, and grade level achieved, scores received on college entrance examinations if that inclusion is requested in writing by a student, parent, or person who enrolled the student; the unique student identifier assigned and used by the Student Information System; the designation of an applicable Advanced Placement computer science course as a mathematics-based quantitative course for purposes of meeting graduation requirements; and designation of the student's achievement of the State Seal of Biliteracy if applicable; designation of the student's achievement of the State Commendation Toward Biliteracy if applicable; and designation of the student's achievement of the Global Scholar Certification award, if applicable
4. Attendance record
5. Health record
6. Record of release of permanent record information
7. Scores received on all State assessment tests administered at the high school level

The Record may also consist of the following information.

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, and/or offices held in school sponsored organizations

Student Temporary Record

The student's temporary record consists of all information not required to be in the student permanent record. It may include the following information.

1. Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8)
2. The complete home language survey form
3. Information regarding serious disciplinary infractions (drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or imposition of punishment or sanction
4. Information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6
5. Health-related information
6. Accident reports
7. Family background information
8. Intelligence test scores (group and individual)
9. Aptitude test scores
10. Reports on psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
11. Elementary and secondary achievement test results
12. Participation in co-curricular activities including any offices held in school-sponsored clubs or organizations
13. Honors and awards received
14. Teacher and anecdotal records
15. Disciplinary information
16. Special education records
17. Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
18. Any verified reports, or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student
19. Record of release of temporary record information
20. Response to intervention problem-solving documentation

Inspection of Student Records

1. A parent/guardian or their legal designee has the right to inspect, challenge, and copy their child's records until the first of the following events occurs:
 - a. attain 18 years of age,
 - b. graduates,
 - c. marries, or
 - d. enters into military service.
2. All students have the right to inspect, copy, and release their Permanent Record. Students will not have access to their Temporary Records without parent/guardian permission until they:
 - a. attain 18 years of age,
 - b. graduate,
 - c. marry, or
 - d. enter the military service.
3. Student Records will be made available to parents/guardians or eligible students within 10 business days from the time a written request is received, plus an additional 5 business days in certain circumstances.
4. When parents/guardians or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parents/guardians and students upon request. The school may charge a cost not to exceed \$0.35 per page.

Transfer of Student Records

The district will release student records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records. Parents/Guardians will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy, and challenge such information. If parents/guardians do not respond within 10 calendar days of the notice of their right to inspect, copy, and challenge information to be transferred to another school, the records will be forwarded to the requesting school.

Release of Student Record Information

The district may not disclose a student's records to any outside party without a parent's/guardian's signed written consent. However, as provided by law, the district will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances.

1. A district or Illinois State Board of Education employee or official with a demonstrable educational or administrative interest in the student, in furtherance of that interest
2. Any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records
3. Pursuant to a court order in which a parent of a student is named in the court order
4. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court
5. In connection with an emergency situation, to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons
6. A governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District
7. As allowed under the Serious Habitual Offender's Compensation Action Program
8. The Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs
9. A governmental agency or between or among governmental agencies in order to evaluate or audit federal and state programs or perform research and planning
10. In connection with a student's application for or receipt of financial aid, provided that personally identifiable information from the student's record may be disclosed only as may be necessary for determining the eligibility, amount, conditions, or enforcement of the financial aid
11. Accrediting organizations in order to carry out their accrediting functions

12. If the information is directory information, as explained below, and the parent has not informed the district that such information is not to be released.

The district also may release student records without parental/guardian consent to the following individuals or in the following circumstances, as long as, to the extent required by law, parents/guardians are first notified of their right to inspect, copy, or challenge the contents of the records to be released, unless otherwise allowed by law.

1. To the records custodian of a school to which the student has transferred or intends to transfer
2. Pursuant to a court order in which a parent of a student is not named in the court order
3. Pursuant to a reciprocal reporting agreement
4. To any person as specifically required by state or federal law.

Any other release of information requires the prior written consent of the parent/guardian. The parent has the right to request a copy of any released records.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963 shall have any right of access to, or inspection of, the school records of that student. The district shall maintain the copy of any order of protection in the record of the child or children enrolled in the district whose parent is the petitioner of an order of protection. In addition, the district prohibits the disclosure by school employees to any person against whom the district has received a certified copy of an order of protection, the location or address of the petitioner for the order of protection or the identity of the schools in the district in which the petitioner's child or children are enrolled.

Request Inclusion of College Entrance Examination Score on Academic Transcript

A parent has the right to request inclusion on his/her child's academic transcript of one or more scores received on college entrance examinations by submitting this request in writing to the Yorkville High School Registrar. In the written request, the parent must state the name of each college entrance examination that is the subject of the request and the dates of the score(s) that are to be included.

Challenge Procedures

1. Parents/Guardians have the right to challenge the accuracy, relevance, or propriety of any entry in the student's records exclusive of: (a) grades, (b) name and contact information of the District's Official Records Custodian; and (c) references to expulsions or out of school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.
2. Board of Education Policy [7:340](#), *Student Records* and its accompanying administrative procedures, provide for hearing and appeal procedures and an opportunity to include a written statement in the student's school record of reasonable length setting forth their position on any disputed information contained in that record.
3. A request to challenge the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the student's record are being challenged.
4. The records custodian will conduct an informal conference with the parents/guardians within 15 school days of the receipt of the written challenge.
5. If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, 23 Illinois Admin. Code 375.90.

Maintenance/Destruction of School Records

1. Students' permanent records will be maintained for a period of 60 years after the student has transferred, graduated, or permanently withdrawn from school.
2. Students' temporary records will be maintained for not less than 5 years from the year the student transfers, graduates, or otherwise withdraws from school.
3. Students' temporary records may be reviewed by the district every 4 years or when the student changes attendance centers.
4. The records custodian is responsible for maintaining and updating all student records.
5. Upon graduation, transfer, or permanent withdrawal of a student from a school, the school shall notify the parents/guardians and the student of the destruction schedule for the student's permanent and temporary records and of the right to request a copy of such records at any time prior to their destruction.
6. Upon graduation or permanent withdrawal of a student with a disability (as defined in Article 14 of the School Code (105 ILCS 5/14) and the Illinois State Board of Education special education rules (23 Ill. Admin. Code Part 226)) special education files and other information contained in the student temporary records that may be of continued assistance to the student may, after five (5) years, be transferred to the custody of the parent/guardian

or to the student if the student has succeeded to the rights of the parents/guardians. The school shall explain to the student and the parent/guardian the future usefulness of these records.

Annual Notice to Parents/Guardians Concerning Student Records – Directory Information

Some of the information in the student's school records is not confidential and may be released to the general public without notice or the parent's/guardian's consent. This information is known as "directory information." The district has designated the following as Directory Information:

- a. Student's name, address, grade level, birth date and place, and parents' names, mailing addresses, electronic mail addresses, and telephone numbers
- b. Photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, except that:
 - No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising without the prior, specific, dated and written consent of the parent/guardian or student, as applicable (see 765 ILCS 1075/30); and
 - No image on a school security video recording shall be designated as directory information.
- c. Academic awards, degrees, or honors
- d. Information in relation to school-sponsored activities, organizations, and athletics
- e. Major field of study
- f. Period of attendance in the school.

If the parent/guardian does not want the above-listed directory information released, the parent/guardian must tell the principal in writing what types of directory information should not be released. That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this annual notice.

District Records Custodian

The District's Records Custodians is: Cathy Anderson 630-553-4382.

Military Recruiters & Institutions of Higher Education

Federal law requires secondary schools to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify in writing the building administrator.

No person may condition the granting or withholding of any right, privilege, or benefit, 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 the ISSRA or regulations.

If you believe the district has violated or is violating your rights under the Board of Education policy or ISSRA or Family Educational Rights and Privacy Act, you have the right to file a complaint with the United States Department of Education concerning the district's alleged violation of your rights. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington DC 20202-4605

In addition, you may file a complaint under the Board of Education's Uniform Grievance Procedure (Board of Education policy [2:260](#)). Please contact the Official Records Custodian, Cathy Anderson 630-553-4382, with questions regarding your student's records.

Tolerance

Yorkville CUSD 115 strives to create a community that embraces diversity and fosters a climate of respect, tolerance, inclusiveness, fairness, civility, and safety. The district must not and will not tolerate actions that serve to target or intimidate members of the community based on race, ethnicity, gender or gender identity, sexual orientation, religious or political belief, national origin, or other personal characteristics. When the district learns of such incidents, it has a responsibility to address them promptly through education and dialogue and, where appropriate, disciplinary action.

Testing (Standardized)

A number of tests are available to students throughout their years in the district. The building administration will inform students and parents/guardians of times and dates for these assessments. These tests are designed to provide students, parents/guardians, and counselors with information that can be used to plan and prepare for future academic and career success. These tests are to help students better understand their abilities, weaknesses, interests, and achievements.

Transferring Out/Withdrawing a Student

The parents/guardians of a student who is moving out of the district should notify the school office a week before leaving. This will allow time to complete the transfer form and collect the student's records. On the day before a student leaves school, he/she should turn all books in to the teacher, pay any outstanding fees, and check out with the school office. The parent/guardian will be given a transfer and records request form to be given to the receiving school. The transfer form contains information that will help the new school properly place the student. The records request will be sent to the district by the receiving school at which time the student's records will be forwarded to the new school. See the *Student Records* provision of this handbook for more information regarding transferring records.

Transportation

Buses

The district contracts with a bus company (Septran, Inc.) to provide student transportation services where available. All transportation staff are employees of the bus company. In addition, all buses and equipment are owned by the bus company. Questions or concerns should be addressed to the local manager at 630-553-0435.

The Director of Business Services serves as the district liaison to the bus company. Parents should contact the Director of Business Services at 630-553-4382 if their questions to Septran, Inc. have not been satisfactorily answered or have not received a response.

Bikes

Students who choose to ride their bicycles to school should yield to pedestrians and use caution once on school grounds, as well as park and lock their bicycles in the bike racks provided (if available). The district is not responsible for damage, loss, or theft of bicycles.

Visitors

Yorkville CUSD 115 fosters an educational environment and it is important that students come to learn. Visitors should try to avoid bringing non-school age children with them to school. All visitors are required to report to the main office upon entering the building (and again prior to leaving) and, provide a drivers license/state issued ID to be scanned in order to generate a name badge. All visitors are required to display a visitors' badge during their stay. No persons other than the parent/guardian, parent designee, legal guardian, government officials, those pursuant to warrant or subpoena, or school personnel will have permission to see the student during school hours. Permission for anyone to visit or observe a student during school hours must be approved in advance by a building administrator and prearranged by the classroom teacher. This will avoid possible conflict with tests, the teacher being absent, or special programs. Visitors, vendors, etc. will be allowed to talk to teachers during their preparation period only if prior arrangements have been made. No student visitors are allowed on campus except with prior, special permission from the administration.

Volunteers

Each year, room parents/guardians are needed to help with school parties, field trips, and other jobs at school. The classroom teacher will coordinate these volunteers. All volunteers are subject to a background check, required to report to the main office upon entering the building (and again prior to leaving) and, provide a driver's license/state issued ID to be scanned in order to generate a name badge to be displayed during their stay. The volunteer must complete the *Volunteer Information* form and waiver and keep all matters regarding students confidential.

Part II: Discipline Information

Student Behavior Expectations

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy
5. Using or possessing an electronic paging device
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules-Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals, (e) unless permitted under a separate district policy or program
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 district 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 hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct-Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, (as described in Board of Education policy [7:180](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*), 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- This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board of Education policy [7:185](#), *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or 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 (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity
16. Being absent without a recognized excuse; state law and School Board of Education policy regarding truancy control will be used with chronic and habitual truant
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member
18. Being involved in gangs or gang-related 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. 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
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the superintendent or designee
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property

For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (1) on the student's person; (2) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (3) in a

school's student locker, desk, or other school property; or (4) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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

1. Notifying 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- The building principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified- If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs- The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
10. Suspension of bus riding privileges in accordance with Board of Education policy [7:220](#), *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board of Education policy [7:200](#), *Out-of-School Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two (2) calendar years in accordance with Board of Education policy [7:210](#), *Expulsion Procedures*- A student who has been expelled also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and 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. Students enrolled in the district's state-funded early childhood or preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one (1) calendar year but not more than two (2) calendar years:

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

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the building principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, state police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

The superintendent, building principal, associate principal, assistant principal, student services coordinator, or dean of students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the superintendent, building principal, associate principal, assistant principal, student services coordinator, or dean of students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to ten (10) consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board of Education may suspend a student from riding the bus in excess of ten (10) school days for safety reasons.

Teen Dating Violence

Teen dating violence is unacceptable and prohibited. Each student has the right to a safe learning environment that is free from such violence. "Teen dating violence" is defined by Illinois law as a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age, or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

The district has adopted a policy prohibiting teen dating violence from taking place at school, on school grounds, at school-sponsored activities or events, or in vehicles used for school-provided transportation. The district encourages all students and/or their parents/guardians to report any incidents of such violence, or threats of violence to a school administrator. Any reports of teen dating violence will be investigated by school officials in accordance with Board of Education Policy [7:185](#).

Tobacco Use and Possession or Use of Lighters, Matches, Igniters, or Vapes

The Board of Education has declared all of the school buildings and school grounds to be designated "tobacco free". No individual is allowed to smoke, use smoke, use or possess smokeless chewing tobacco, tobacco products, vapes, or electronic smoking devices on school property at any time.

The school administration will be working with the Yorkville Police Department to help enforce the "Tobacco Ordinance - #93-23", known as the Comprehensive Regulation of Tobacco Products. If a student is caught smoking or in possession of smoking materials or electronic smoking devices on school grounds, both school consequences and a city Tobacco Ordinance ticket will be issued. The school resource officer will issue the Tobacco Ordinance ticket.

Range of consequences includes in-school suspension to ten (10) day out-of-school suspension and possible recommendation to the Board of Education for expulsion. Under certain circumstances, administrative review of applied discipline may warrant modification. School Resource Officer will be notified.

Vandalism

Students are not to write or draw on the classroom desks, gym lockers, or hall lockers. Theft, vandalism, or any damage to school property, property of school personnel, or property of other students is forbidden. In addition to appropriate disciplinary measures, a monetary restitution, with possible referral to police, may result from these infractions.

Bullying, Intimidation, and Harassment

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

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any

of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (1) are adapted to the particular needs of the school and community, (2) contribute to maintaining school safety, (3) protect the integrity of a positive and productive learning climate, (4) teach students the personal and interpersonal skills they will need to be successful in school and society, (5) serve to build and restore relationships among students, families, schools, and communities, and (6) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

The superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

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

Nondiscrimination Coordinator:

Troy Courtney, Director of Human Resource
602 Center Parkway, Yorkville, IL 60560
tcourtney@y115.org
630/553-4382

Complaint Managers:

Troy Courtney, Director of Human Resources
602 Center Parkway, Yorkville, IL 60560
tcourtney@y115.org
630-553-4382

Melinda Lasky, Director of Student Services
602 Center Parkway, Yorkville, IL 60560
mlasky@y115.org
630-553-4382

Anonymous Reporting call: 630-553-4382

4. Consistent with federal and state laws and rules governing student privacy rights, the superintendent or designee shall promptly inform parents/guardians of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process
 - c. Notifying the building principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received
 - d. Consistent with federal and state laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying

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

6. The superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the district's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The district's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The superintendent or designee shall post this policy on the district's website, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The superintendent or designee shall assist the Board of Education with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization
 - b. Student, staff, and family observations of safety at a school
 - c. Identification of areas of a school where bullying occurs
 - d. The types of bullying utilized
 - e. Bystander intervention or participation
12. The evaluation process may use relevant data and information that the district already collects for other purposes. The superintendent or designee must post the information developed as a result of the policy evaluation on the district's website, or if a website is not available, the information must be provided to school administrators, Board of Education members, school personnel, parents/guardians, and students.

The district's bullying prevention plan must be consistent with other Board of Education policies.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive educational environment
 - c. Depriving a student of educational aid, benefits, services, or treatment
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term

sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, building principal, associate principal, assistant principal, student services coordinator, dean of students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the building principal, associate principal, assistant principal, student services coordinator, or dean of students for appropriate action.

The superintendent shall insert into this policy the names, addresses, and telephone numbers of the district's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Troy Courtney, Director of Human Resources
602 Center Parkway, Yorkville, IL 60560
tcourtney@y115.org
630-553-4382

Complaint Managers:

Troy Courtney, Director of Human Resources
602 Center Parkway, Yorkville, IL 60560
tcourtney@y115.org
630-553-4382

Melinda Lasky, Director of Student Services
602 Center Parkway, Yorkville, IL 60560
mlasky@y115.org
630-553-4382

The superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any district employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any district student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Due Process for Students

All students are entitled to due process when faced with possible out-of-school suspension or expulsion from school.

Due process is:

1. Verbal or written notification of the facts which are the basis of the infraction
2. The student's opportunity to respond, either verbally or by written statement
3. Verbal or written notification of possible consequences

Out-of-School Suspension Procedures

The superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he/she may be suspended
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable
3. An attempted phone call to the student's parents/guardians
4. A written notice of the suspension to the parents/guardians and the student, which shall:
 - a. Provide notice to the parents/guardians of their student's right to a review of the suspension
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his/her act of gross disobedience or misconduct
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information
 - i. for a suspension of three (3) school days or less, an explanation that the student's continuing presence in school would either pose:
 1. a threat to school safety, or
 2. a disruption to other students' learning opportunities
 - ii. For a suspension of four (4) or more school days, an explanation:
 1. that other appropriate and available behavioral and disciplinary interventions have been exhausted,
 2. whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 3. that the student's continuing presence in school would either:
 - a. pose a threat to the safety of other students, staff, or members of the school community, or
 - b. substantially disrupt, impede, or interfere with the operation of the school
 - iii. For a suspension of five (5) or more school days, the information listed in section 4.e.ii., above, along with documentation by the superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his/her suspension
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board of Education by the superintendent or designee.
6. Upon written request of the parents/guardians, a preliminary review of the suspension shall be conducted by the principal. At the preliminary review, the student's parents/guardians may appear and discuss the suspension.
7. Upon request of the parents/guardians, a review of the suspension shall be conducted by the Board of Education or hearing officer appointed by the Board. At the review, the student and student's parents/guardians may appear and discuss the suspension with the Board of Education or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board of Education. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall take such action as it finds appropriate. If the suspension is upheld, the Board of Education's written suspension decision shall specifically detail items (a) and (e) in number 4 above.

Expulsion

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

1. Before a student may be expelled, the student and his/her parents/guardians shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing
 - b. Briefly describe what will happen during the hearing

- c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
- d. List the student's prior suspension(s)
- e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis
- f. Ask that the student or parents/guardians or attorney inform the superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information

2. Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he/she shall report to the Board of Education the evidence presented at the hearing and the Board of Education shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board of Education.

3. During the expulsion hearing, the Board of Education or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his/her parents/guardians may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall decide the issue of guilt and take such action as it finds appropriate.

- 4. In determining the length of the student's expulsion, the Board of Education also shall consider:
 - g. The egregiousness of the student's conduct
 - h. The history of the student's past conduct
 - i. The likelihood that such conduct will affect the delivery of education for other students
 - j. The severity of the punishment
 - k. The student's best interests
- 5. If the Board of Education acts to expel the student, its written expulsion decision shall:
 - l. Detail the specific reason why removing the student from his/her learning environment is in the best interest of the school
 - m. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
 - n. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student
 - o. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school
 - p. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available

Upon expulsion, the district may refer the student to appropriate and available support services.

Plagiarism

Plagiarism is most simply defined as cheating. Any work submitted by students must be a product of his/her own original efforts. To plagiarize means to copy and pass off as one's own ideas, writings, etc. of another. Students should document the source of any material that they choose to copy or paraphrase. Any kind of student work, assignment, or project that contains undocumented copying or paraphrasing in any amount, will result in a student being required to redo the assignment and the student may be referred to administration for further disciplinary action. If the plagiarism takes place during a retake, the student will be assigned the score of the original assignment. Parents/Guardians are notified promptly of any instance of plagiarism.

Safe School Zone

The district has been designated as a "Safe School Zone." Criminal penalties are severely increased for gang recruitment, and possession, use, or sale of drugs including look-a-likes and weapons on school property.

Student Searches

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, building principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his/her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The superintendent or designee 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.

Part III: Secondary Grade Level Information

Academic Awards

In order to receive an academic achievement award as a graduating student from Yorkville High School including salutatorian or valedictorian, a student must have been in attendance at Yorkville High School for their entire junior and senior years.

Accreditation

The Illinois State Board of Education accredits Yorkville Community Unit School District 115. This means that units of course credit at the district are acceptable to all colleges in the United States.

Announcements

Daily Announcements

The daily announcements will be read at least once a day or will be made available during ACCESS or Advisory. All announcements must have a faculty member's approval. Special announcements, when the need arises, will be read at various times during the day. Announcements may be posted on the school website.

Miscellaneous Sign Posting

Only school related activities shall have signs posted throughout the building. Students and outside groups desiring to post items of student interest in the building must provide the principal or assistant/associate principal with a copy prior to posting. Posting of materials shall be in conformance with the Board of Education policy.

Blended Learning

Blended learning offers students the opportunity to engage in the learning process at the time and place that best serves their needs. Using technology, students access learning activities through a combination of both face-to-face and online learning. With respect to security, students involved in blended learning will comply with open campus check in and out procedures. For additional information regarding blended learning, please refer to the Blended Learning Handbook provided to each student in a blended learning class or available on Yorkville High School and/or Yorkville Middle School website under the dropdown selection *For Students*.

Courses (Online, Evening, Summer School)

In order for a Yorkville High School student enrolled in online, evening, or summer school courses to receive high school credit, the following criteria must be met:

1. The course must be offered by an accredited school
2. Or the student assumes responsibility for all fees.
3. There is a limit to the number of credits that may be applied towards graduation, see the student's counselor for further information.
4. Credits earned may be used in meeting graduation requirements for high school provided:
 - a. The course and/or proficiency exam is approved in advance by the building principal or guidance department.
 - b. The amount of work in these courses, plus the work in the regular high school classes, should not exceed a regular class schedule without approval of the high school principal.
 - c. The credits earned must meet the requirements for high school graduation.
 - d. The student must satisfactorily pass the course.

Students may be allowed to attend Waubensee Community College, Joliet Junior College, or other post-secondary schools during the regular school day. Permission must be obtained from the guidance counselor and the building principal in advance. The student must meet the following conditions:

1. Attend Yorkville High School at least 4 class periods of attendance per day
2. Present written parent/guardian permission for the student's late arrival or early dismissal

Course Retake Policy

A student may elect to repeat a course in order to increase mastery of the material. The course must be retaken prior to taking the next course in the department's sequence. Both courses will be listed on the transcript. When a student retakes the identical class at Yorkville High School, the better grade will be calculated as part of the student's GPA. The lesser grade will be given a No Grade designation. In the event the student enrolls in a course offered by an accredited institution outside of the district, the class must be pre-approved as a substitute by the associate principal of student services and associate principal for teaching & learning. These courses may be substituted for credit replacement. Please see below for specific guidance for *repeating a failed course*, *repeating a passed course for a higher grade*, and *repeating a passed course for a higher grade at a different level*.

Repeating a Failed Course

1. If a student repeats and passes a previously failed course, the failing grade ("F" or "WF") will be replaced by "RE" (repeat) on the student's permanent record; the course title, new grade, and teacher of record will be recorded in the term that the course is repeated and passed; the student will receive the appropriate credit and grade points.
2. If the student repeats the same course several times, all previous grades will be changed to "RE" when the student successfully passes the course.
3. The following guidelines apply to repeating a failed course:
 - a. Repeating the same course (number and title) can only be completed without administrative permission through summer school, alternative school or ***in credit recovery***. The administration can give permission for students to repeat a class during the regular school day.
 - b. If a student repeats a failed course with a course that has a different number, title, description, and/or level, he/she must complete a "*Request to Repeat a Course*" form. The student must work with his/her counselor to complete and submit it, before enrolling in the course, to the associate principal for student services who will initiate the review and instruction. No grade will be changed unless an approved form is on file with the student's counselor and the registrar.

Repeating a Passed Course for a Higher Grade

1. If a student repeats a course (same or alternative) for which he/she has already earned a passing grade and credit, the highest grade earned in that course and the teacher giving it are recorded in the term earned and the lower grade(s) is changed to "RE" (repeat).
2. The following additional guidelines apply to repeating previously passed courses:
 - a. The student must work with his/her counselor to complete the "Request to Repeat a Course" form and submit it, before enrolling in the course, to the department chair for student services who will initiate the review and approval process.
 - b. Repeating a passed course for a higher grade requires the final approval of the associate principal for teaching and learning. No grade will be changed unless an approved form is on file with the student's counselor and the registrar.
 - c. Repeating the same course (number and title) can only be completed without administrative permission through summer school, alternative school or ***in credit recovery***. The administration can give permission for students to repeat a class during the regular school day.

Repeating a Passed Course for a Higher Grade at a Different Level

1. If a student repeats a course by taking a course at a different level (i.e., an alternative course) and earns a higher grade, the course title, new grade, and teacher of record are recorded in the term earned and the original grade is changed to "RE" (repeat).
2. A student who wants to repeat a passed course for a higher grade at a different level must work with his/her counselor to complete a "*Request to Repeat a Course*" form and submit it, before enrolling in the course, to the department chair for student support services who will initiate the review and approval process.
 - a. Repeating a passed course for a higher grade at a different level requires the final approval of the associate principal for teaching and learning. No grade will be changed unless an approved form is on file with the student's counselor and the registrar.

Driver Education

Any student absent from driver's education class for more than five (5) days for any reason during the semester of instruction may be dropped from the driver education classroom. Students who are serving in-school suspension must make up time/work to receive credit for in-school day(s). Students who are dropped will have to repeat the entire course and incur re-enrollment fees. Any work missed due to absences will be made up according to school policy.

Early High School Graduation

The district policy concerning early graduation:

When a student meets the requirements for early graduation he/she will be recognized by the Board of Education at which time status as a student in the district will be terminated. Students must have met all the minimum graduation requirements as established by the Board of Education upon the recommendation of the administration. Students may earn additional credit during the normal school year, enroll in summer school, or take other course work pre-approved by the building principal to make it possible to exercise the early graduation option.

Students desiring early graduation after completion of first semester of senior year will complete a formal application no later than September 1.

In implementing this policy, the administration shall ensure that students requesting early graduation have been adequately counseled on both the advantages and disadvantages of early graduation. A parent/guardian must be involved in the decision. For example, students who are choosing to graduate early may not attend prom unless they are attending as the *guest* of a current student and a *guest pass form has been completed and approved*.

When a student meets the requirements for early graduation he/she will be recognized by the Board of Education. Shortly thereafter, they will be presented with a diploma by the building principal, at which time status as a student in Yorkville CUSD 115 will be terminated. Early graduates who wish to be recognized at the graduation ceremony in June of the same school year, must purchase a cap and gown at school (usually during January/February), and participate in the mandatory graduation rehearsal at the school (usually several days prior to the graduation ceremony). These are the responsibilities of the student and the student will be expected to initiate all necessary communications with the school to make sure that these requirements are completed.

In order to implement the policy concerning early graduation the following steps must be followed:

1. Applications can be obtained from the guidance counselors and must be submitted according to the timeline mentioned above.
2. A conference must be held between the student, the parents, the Yorkville High School principal or assistant/associate principal, and the student's guidance counselor. At this conference the application will be completed and all persons involved will sign the application.

High School Graduation Requirements

All students must earn 23 credits to graduate from Yorkville High School.

Specific requirements include:

1. Four (4) credits in English including English I, II, III, and IV
2. Two (2) credits in science
3. Two and one-half (2.5) credits in social studies, including one (1) credit in U.S. history, and one-half (.5) credit in American government; students shall have studied and passed the examination on the Declaration of Independence, the Flag of the United States, the Constitution of the United States, and the Constitution of the State of Illinois.
4. Three (3) credits in mathematics
5. One-half (.5) credit in consumer management;
6. One (1) credit in either music, art, foreign language, or vocational education (including family/consumer sciences, applied technology or business education classes)

7. Students must be enrolled in physical education every semester at Yorkville High School and earn one-half (.5) credit in health. Students will not take physical education during the semester that health is taken.
8. Each student must be enrolled in a full class schedule. Exceptions to this must be approved by the Yorkville High School building principal.

Right of Student with IEP's to Participate in Graduation Ceremony

Any student with a disability who has completed four (4) years of high school at the end of the year may participate in the graduation ceremony of his/her graduating class and receive a certificate of completion, if an individualized education program (IEP) prescribes special education, transition planning, transition services, or related services beyond the student's four (4) years of high school. A student's participation in a graduation ceremony and receipt of a certificate will not terminate the student's receipt of any special education, transition planning, transition services or related services otherwise prescribed in the student's IEP beyond the student's first four (4) years of high school. A student's participation in a graduation ceremony under this policy is subject to all applicable federal and state laws and Board of Education policies and procedures including, but not limited to, all policies and procedures concerning graduation and student conduct and discipline.

Guest Pass

Guest request forms are available in the main office. Students requesting to bring a guest to a dance (if permitted) or other major school sponsored event (if permitted) who does not attend the same school must fill out a guest request form. The form must be completed and turned in to the main office based on a timeline set forth per event. Students will be notified prior to the event regarding the status of the guest request. All guests are required to provide a photo I.D. to gain admittance to the event. For dances at Yorkville High School, guests must be a high school student or older, but cannot be over the age of 20.

Guidance Office/Counseling

Guidance counselors are available to provide a number of services to all students and their parents/guardians. Each student will be assigned to a specific counselor. The following kinds of help or information are available through the guidance office to all students and their parents.

Educational Planning for Future Classes

1. Each student's assigned counselor will assist the student in planning a class schedule which is most appropriate for them.
2. All schedule changes will be made through the guidance office. Parental consent and teacher signature will be required for these changes.
3. Students' academic concerns may be referred to the guidance counselors. Teachers, parents, administration, or the student may make this referral. The counselors will work with all parties involved to understand and assist with problem-solving.
4. Students and their parents can obtain information concerning their academic status from the counselors. This information would include: amount of credit accumulated, required courses completed, and overall grade point average.

Personal Counseling

1. The guidance counselors are available to help any student resolve personal problems. All information discussed will be kept confidential unless its disclosure is required by law, or unless the student reports a threat to themselves or others.
2. Students and their parents who seek assistance can be referred to outside social agencies for long term counseling.
3. Students and their parents can be placed in contact with the school social worker through mutual agreement.
4. Students are encouraged to see their counselor before and after school and during their lunch hour. Counselors will try to facilitate support with minimal distraction to class time.
5. Parents may contact the guidance counselors at any time during school hours. Appointments for times other than school hours can be arranged.

College & Career Information

The majority of the college and career information is located in the College and Career Center. The College and Career Center staff can assist students in finding specific information and the guidance counselors can assist students with college and career decisions. All booklets related to availability of training and information about specific schools are available in the College and Career Center. Planning for college and careers is throughout the high school experience. This information from the College and Career Center is helpful in answering the following types of questions.

1. What types of occupations are available to persons with specific interests, abilities or training?
2. What are the specific responsibilities for each of these occupations?
3. What type of training is required for a specific occupation?
4. What are the current and future demands for workers in a specific occupation?
5. What salary can be expected for a specific occupation?
6. How can students choose an occupation that is most appropriate for them?

Educational Planning (College)

Information can be given to students and their parents concerning:

1. Schools available
2. Programs or majors available at specific schools
3. Costs - tuition, room and board, etc.
4. Entrance requirements
5. How and when to apply
6. How to select a school

Scholarship Information

Information and forms for scholarships can be obtained from the guidance counselors or the school website.

Honor Roll

One of the highest academic honors that can be achieved in District 115 is a place on the Honor Roll. Students who have an average grade point average (GPA) of 3.85 or higher will be on the High Honor Roll. Students who have an average GPA of 3.5–3.84 will be on the Honor Roll. All grades will be counted toward the student's overall grade point average.

I.C.E. – Inter-Related Cooperative Education Program

I.C.E. is a work co-op program. Students must be at least a junior to participate in I.C.E. Students should see the guidance department for further details. I.C.E. students are not to return to school once they have left during school hours unless under the direct supervision of a faculty member. Any I.C.E. students returning to school must sign-in and out in the main office.

Identification Cards

I.D. cards will be issued to each student. If the student does not receive one, he/she should check with the main office. Students must possess their I.D. card anytime while on school grounds. Students must surrender their I.D. card upon request from a school employee. Refusal to comply will be considered insubordination and will result in disciplinary consequences. Replacement I.D. cards may be purchased in the main office.

Indian Valley Vocational Center (IVVC)

Indian Valley Vocational Center (IVVC) is an eleven-district vocational cooperative established to meet the vocational skill training needs of area students. IVVC's curriculum meets the vocation program standards set by the Illinois State Board of Education. IVVC students may access apprenticeships prior to their graduation from high school. An Articulation Agreement with Waubensee Community College allows IVVC students an opportunity to receive community college credit for work completed at IVVC.

Morning IVVC

Students enrolled in morning IVVC should report to the cafeteria for attendance. Students must be in the cafeteria

by the tardy bell. Students returning from IVVC shall enter Yorkville High School through the cafeteria door and proceed directly into the cafeteria. They shall remain there until the bell rings to signal a passing period to the next class. IVVC students will not be permitted to wander through the hallways while classes are in session, as this presents a distraction to the educational environment.

Afternoon IVVC

Students enrolled in afternoon IVVC should report to the west end of the cafeteria for attendance. Students must be there by the bell. Students returning from IVVC shall enter Yorkville High School only if necessary. IVVC students will not be permitted to wander through the hallways while classes are in session, as this presents a distraction to the educational environment.

Eligibility

All students must be in the grades 11-12 to enroll in IVVC.

Schedule Conflict

A number of times during the school year, Indian Valley Vocational Center is not in session on days which Yorkville High School is in session. If IVVC is not in session, Yorkville High School students enrolled in an IVVC class need not attend school except during their regular high school classes. Students must provide written permission from their parents in order to leave school during the time they are normally at IVVC. However, Yorkville High School staff will try to accommodate those parents who would like their child to remain in a supervised area during the time the student would normally be at IVVC.

Student Rules and Regulations - IVVC

1. All policies and regulations that are a part of Yorkville High School apply in full at the Indian Valley Vocational Center. This includes rules and regulations for all Yorkville High School bus riders and those concerning general student behavior and conduct in school or class.
2. Students who violate Yorkville High School or Indian Valley Vocational Center rules and regulations will receive appropriate disciplinary action and may be removed from the vocational program.
3. Students must ride the school bus to and from the vocational center for courses to which a bus is provided.
4. Students may not drive (driver) nor be driven (passenger) to and/or from the Indian Valley Vocational Center in a private motor vehicle without authorization from an administrator of Yorkville High School. A student may be suspended for three (3) days on the first offense. Any student who has lost driving/parking privileges to school shall not be granted permission to drive/ride in a private vehicle to IVVC.
5. Students may not carry or consume food or beverage on the Indian Valley Vocational Center bus. Appropriate discipline action will result from this violation.
6. IVVC courses are elective courses and are offered at various off campus sites. Some courses may require the student to provide transportation. For such a course where the student is required to provide transportation and he/she is unable to, the student will be required to select another course.
7. Students attending IVVC are not to return to the school building before 2:35 p.m.

Learning Center/Library

The purpose of the Learning Center is to provide a wide range of informational resources for students and staff as well as to be used as a learning laboratory.

Usage Guidelines

To assure the privilege of using these facilities for faculty and students alike, the school learning center must have a set of rules and regulations to govern this usage. The student may use the learning center:

1. When a student has a pass from the teacher requiring an assignment
2. As part of a teacher supervised classroom activity program
3. During blended learning opportunities
4. Before or after school when it is open

A student's learning center privileges may be suspended at the discretion of the learning center staff or administration.

Material Checkout

All materials are to be checked out at the main circulation desk. Students will present their identification card. The computer will assign a due date based on material type. Fiction, non-fiction, biography, and short story books will be assigned a two-week loan period. Books not in demand will be renewable. Periodicals, reference books, and vertical file materials may be checked out overnight and are to be returned before first period the following school day. Current magazines may be checked out for one period or for overnight after school, to be returned before school the following school day. All checked out materials are to be returned to the circulation desk.

Fines

Each individual who has borrowed materials is responsible for those materials and has the obligation of returning the materials on time and in the same condition in which they were checked out. The following overdue charges will apply:

1. Fiction, non-fiction, biography, and short story books: five cents (\$.05) per school day overdue
2. Reference, reserve books, magazines, and vertical files: fifty cents (\$.50) per school day overdue.

Lost/Damaged Materials

Students who damage a book or lose a book loaned to them are responsible and will be charged for the amount necessary to repair or replace that item. Should the lost item be found and returned in good condition, the amount paid for the lost item will be refunded minus a fifty-cent (\$.50) overdue fine charge. For example, if \$5.00 has been paid to cover the cost of a lost item and that item is found and returned, \$4.50 will be refunded.

Main Office

Parents are encouraged to make plans for the day with their children prior to the departure for school. In the event of an emergency, a message for a student may be left with the secretary. School personnel will do their best to get the message to the student at an appropriate time. It is the student's responsibility to come to the office when a request is sent or an announcement is made. Classes will not be disrupted to deliver messages to students. Students will be called to the office telephone only in case of an emergency. The telephone located in the main office is for emergency use only. Students who have an emergency that requires the use of a phone must get permission from faculty.

Deliveries, including flowers, gifts, and lunches are accepted in the main office from outside commercial vendors and/or parents/guardians only. These items will not be delivered to students during the school day unless there is prior approval from building administrator(s).

Organization activities of any kind are not to be held in the school office. The school cannot handle miscellaneous cashing of checks or providing change for vending machines.

Obligations

It is the student's responsibility to clear all obligations at the end of each semester. Examples of obligations include, but are not limited to: payment of all district fees, book returns, payment of learning center fines, athletic equipment returns, payment of books, etc. At Yorkville High School, an outstanding obligation may prevent a student from participating in the graduation ceremony.

Open Campus

Open campus can mean access to designated, non-instructional areas, including but not limited to leaving campus. Leaving campus requires documented permission (approval of an open campus application) of building administration and parents/guardians. Yorkville High School students can earn open campus privileges and privileges can be revoked. Students must follow established practices as defined by building administration, including but not limited to criteria outlined in the open campus application. If students do not adhere to those practices, those privileges may be revoked permanently or temporarily. These practices will be reviewed on a periodic basis.

Parking

Driving to school and parking on campus or in school designated parking areas is not a right; **it is a privilege**. Any senior, junior, or sophomore student who has a valid driving license and insurance may purchase a parking permit. NO STUDENT WILL BE ALLOWED TO PARK ON CAMPUS DURING SCHOOL HOURS WITHOUT A PERMIT. When applying for a permit, all information must be provided; applications will not be accepted unless complete.

Students who have purchased a parking permit must adhere to the following rules

1. The speed limit on school grounds or in school designated parking areas is 15 mph. No careless, reckless, or hazardous driving will be tolerated. Proper parking is required.
2. Students are not permitted to sit in a car during the school day or during any school activity. Students are to leave their cars immediately after parking in the student lot and enter the building.
3. Once school buses have started to move, no cars are allowed to cut in between buses and/or pass buses on the high school grounds.
4. Students are to keep their vehicles locked at all times. The school is not responsible for lost, stolen, and/or damaged property.
5. By entering or parking on school property, the person driving any vehicle is deemed to consent to complete

search of the vehicle and its content by school officials or police.

6. Any student needing to go to their vehicle during the school day **MUST** be accompanied by an administrator or designee.

Permit Information and Regulations

1. Parking permits for the 2020-2021 school year are \$80 each and are issued on a first-come, first-served basis.
2. Parking permits purchased at any point during the school year must be paid in full for the remainder of the year, which is at a pro-rated cost as each quarter progresses. Students needing a refund (i.e., early graduates) need to inquire about costs in the main office.
3. Permits must be hung from the rearview mirror facing outward.
4. All vehicles must have a valid permit properly displayed at all times. Failure to display the proper permit will result in disciplinary consequences and/or the **vehicle being towed at the owner's expense**.
5. If for some reason it is necessary to drive a vehicle other than the vehicle that is registered, the student must sign-in the unregistered vehicle in the main office before school begins. **Vehicles that are not signed in may be towed at the owner's expense**.
6. Students with behavior and/or academic difficulties may be placed on contract to maintain campus parking privileges.
7. Students with repeated or severe disciplinary infractions at school, students unwilling to follow the established parking regulations, and/or students not adhering to school policies may have their parking privileges revoked with a loss of the parking fee.
8. Students in violation of any rules or regulations may receive a parking violation ticket or a warning sticker applied to the vehicle.
9. Lost parking permits need to be replaced at half the cost of the original parking tag (\$40). If the student reports a lost parking tag after the start of the fourth quarter, then the cost of a replacement tag will be pro-rated to \$20.

Students with vehicles in noncompliance with registration/parking policies may result in loss of current or future parking privileges and vehicles may be towed at the owner's expense. Purchasing a parking pass and driving to school indicate consent with the above rules pertaining to the privilege of driving to school and parking a vehicle at school.

Revocation/Suspension of Driving Privileges

Parking privileges may be revoked for a length to be determined at discretion of administration, with loss of fee, for:

1. Chronic tardiness to school
2. Skipping class and leaving school grounds without permission
3. Parking in any area, on school grounds, other than the area designated for student parking or non-parking areas
4. Reckless driving when entering or exiting school grounds, or while driving on school grounds
5. Improper display of permit. Permits must be properly displayed from the rear view mirror
6. Students experiencing behavioral or academic difficulties may be placed on contract to maintain campus parking privileges

Once a parking permit has been revoked, the student will be notified that he/she is not to be driving any motor vehicle on school grounds between the hours of 7:25 a.m. and 2:35 p.m. Also, no student will be allowed to drive to Indian Valley Vocational Center (IVVC) once a parking permit has been revoked.

Once parking privileges have been suspended, or if a car is parked where it is not permitted, or a car is in the lot without a permit, a written and verbal warning will be issued and the next violation will result in the car being towed at the owner's expense.

Parking Lots

Parking lots on school grounds are designated in four areas: students, faculty/staff, visitors, and handicapped areas. All are clearly identified. Those cars parked in areas for which students do not hold a permit for such, will be addressed, as stated previously.

Search

By driving a vehicle on school grounds, the driver and passengers consent to a complete search of the vehicle and all its compartments and contents by school administrators or canine units, per the request of school officials, when school officials have a reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the district. This notice applies to all vehicles of any type and is in effect 24 hours a day.

Additional Legal Information

In accordance with Illinois law, individuals shall not operate motor vehicles on a roadway using an electronic communication device unless used in hands-free or voice operated mode, which may include a headset, or if such use is to report an emergency situation.

Physical Education Information

Students enrolled in public schools are required to participate in physical education, as required by state law, unless they are excused pursuant to the *Medical or Religious Excuse for Physical Education* provision of this handbook.

Dress Guidelines

Contact the main office or physical education teacher for information regarding the purchase of a physical education uniform. The following apparel will be required for all students in physical education classes:

- Required Yorkville PE uniform shirt
- Black shorts (mid-thigh length) any color sweat pants
- Gym shoes (preferably white socks)

Schedule Change Requests

Each student's selection of classes involves input from students, parents, and the student's assigned counselor. Due to the effort involved in the selection, the dropping, adding, or substituting of classes will be kept at a minimum after class schedules are issued. Students wishing to make a schedule change must adhere to the following guidelines:

1. No schedule changes are guaranteed. Some class sizes may be at their maximum capacity and students may not be able to enroll in those classes. Likewise, some students' schedules may be changed in an effort to balance class sizes.
2. Students involved in the Response to Intervention process may have their schedules changed to accommodate appropriate interventions.
3. Any questions regarding a student's schedule not answered by the classroom teacher should be directed to the counselor or administrator.
4. Students are encouraged to schedule an appointment with their counselor to discuss the change in schedule.
5. At Yorkville High School, students must make schedule changes within the **first three days of the semester**. After that time period, schedule changes will not be permitted.
6. Once the school year has started, students must obtain an Add/Drop form to facilitate a schedule change. All areas of the form must be completed, including teacher(s) and parent signatures. Completing the form does not guarantee said change; it is merely a request.
7. Students failing to pass any required academic subjects will be required to make up the deficiencies the following year.
8. At Yorkville High School, if a student completes any semester of a full-year course, the student's grade will be recorded on the report card and will be used in the cumulative grade point average.
9. Yorkville High School expects students to have made careful, well-informed decisions during the course selection process as they have received guidance throughout each step from their content area teachers and guidance counselors. However, if a student has made every effort to seek academic support and the course content still poses too challenging for the student's ability, a level change may be considered. The student and his/her teacher, parent, and counselor will confer regarding the change and complete the Add/Drop form. Changes will not be made to accommodate a personal preference of a teacher or class period and/or if seats are not available. Students must remain in class until the level change is approved and scheduled by the counselor.

In order to prevent schedule changes, guidance counselors meet with each student during course selection time, teachers provide students with course recommendations, and parents are notified of their student's course choices prior to schedules being finalized.

Course Withdrawal

All students are encouraged to complete the courses they start as careful planning to staffing, funding, and supplying class materials was made during the spring. However, in the event a student wishes to withdraw from a course, the following guidelines will be used.

- Students must maintain a “full-time student” rigorous course load and remain on track for graduation.
- **Days 1-3:** Schedule appointment with guidance counselor to change course. Options will be based on availability. No Effect on GPA or transcript will occur.
- **Days 4-10:** Students must complete an Add/Drop form found online or in the guidance office. Signatures required include, student, parent, teacher, department chair, and administration. Options will be based on availability. No Effect on GPA or transcript will occur.
- **After Day 10:** Students are allowed to drop the course with completion of Add/Drop form but with the knowledge of having a “Withdraw/Fail” (W/F) on their transcript. The W/F will count as a failing grade and will be calculated into the student's overall GPA. Students will be placed into a study hall at this time.

School Dances

Administration reserves the right to require medical documentation for an absence to be considered excused on the school days prior to or following a weekend containing a school dance. Students will be asked to show I.D. to gain admittance to school dances. With the exception of Prom, all high school dances are from 7-10 p.m. No students will be admitted after 8 p.m.

All Yorkville Middle School dances are from 5 – 8 p.m. No students will be admitted after 7 p.m. parents/guardians wishing to pick up their student prior to the official end time of the dance must enter the building to do so.

Seal of Biliteracy

The Illinois Seal of Biliteracy is earned by students who demonstrate proficiency in the English language as well as a second language. Students who achieve this honor receive a seal on their diploma as well as a note on their transcript. This honor can be used to distinguish students in college admissions, scholarship opportunities, and the job market. Student proficiency levels in English are determined by standardized test scores and students who wish to prove proficiency in a second language will do so through completion of a proficiency test aligned with national world language standards. Examples of these proficiency tests include Advanced Placement World Language exams and the AAPPL exam. Students may incur a fee to take these extra courses. Students will be advised of these opportunities in their world language classes as well as at the building level. The district administrator for the program is the coordinator of bilingual and EL programming.

Work Permits

Work permits can be obtained in the office and are issued in compliance with the rules of the State Department of Labor.

Children between the ages of 14 and 16 are allowed to work three (3) hours per day on school days and eight (8) hours per day when school is not in session. Work must be done between the hours of 7 a.m. - 7 p.m. The following items are required for issuance of a work permit.

1. Statement from employer giving type of work and hours of work
2. Copy of birth certificate
3. Copy of social security card

Generally speaking, a student should be doing passing work in his/her subjects before trying to obtain a work permit. If an attendance problem develops the work privilege will be removed.

PART V: ATHLETIC INFORMATION

Yorkville High School Athletics

High School Athletic Teams

	<u>Boys</u>	<u>Girls</u>
FALL:	Cross Country Football Golf Soccer	Cross Country Tennis Golf Volleyball Cheerleading Poms
WINTER:	Basketball Wrestling Bowling Swimming (Co-op w/ IMSA)	Basketball Competitive Cheerleading Competitive Dance Bowling Swimming (Co-op w/ IMSA)
SPRING:	Baseball Tennis Track	Softball Track Soccer

Yorkville Middle School Athletics

Middle School Athletic Teams

FALL:	Cross Country* Girls' Volleyball Boys' Soccer Football Cheerleading*
WINTER:	Boys' Basketball* Girls' Basketball Wrestling* Basketball Cheerleading*
SPRING:	Girls' Track* Boys' Track* Girls' Soccer

* Denotes IESA sanctioned sports.

Athletic Goals and Objective

Provided by the Board of Education, the interscholastic program in District 115 offers a wide range of voluntary athletic activities to both young men and women at the junior and senior high school levels. The athletic program is an integral and important part of Yorkville CUSD 115.

The athletic department of the district is guided by the philosophy that athletics are an important part of the total educational program at the district. Athletics serve as a catalyst in the school program, providing a spirit that helps to bring all facets of the educational effort closer together: administration and faculty, faculty and student body, and school and community.

The successful athletic program at Yorkville CUSD 115 helps generate an attitude of school pride on the part of the participants as well as the student body and faculty members. The district recognizes that success is measured in each athlete's moral and physical achievements. The athletic department will strive to teach life's lessons as well as sport skills. The participant's long range goals and achievements of those goals are of ultimate importance. Becoming productive citizens is the measurement of success or failure.

The athletic department realizes the need and value of all co-curricular and related activities such as drama,

speech, music, etc. A school that is successful in all areas--educational, athletic, cultural and co-curricular, reflects great balance and harmony. The athletic department cooperates with any group to attain and maintain the high educational standards established at Yorkville CUSD 115.

The objectives of the athletic department go beyond just learning playing skills for various sports. The students should gain a stronger competitive spirit, better self-control, and desirable health habits. Leadership and good character traits are also gained through athletic participation. Loyalty, self-discipline, dependability, cooperativeness and self-awareness are important objectives of the program. The student athlete should also be allowed to enjoy and learn from his athletic experience.

Another objective of the athletic program is to give the student body and community a source of pride. Many community, staff, students, and parents obtain hours of enjoyment by watching and cheering during athletic events. Also, there is a healthier and more respectful environment created between schools and community through athletic competition.

The athletic department's main goal is to remember that school athletes should be amateur competitors in fact and spirit. The objective of playing to win is important, but winning should not overshadow educational objectives. The athletic department will not operate in any manner to the detriment of health or welfare to our players or school. The aim is to give maximum participation in a well-balanced, interscholastic program, with emphasis upon safe, healthful standards of competition. This is the code of ethics under which the Athletic Department operates.

Accident Reporting

If a student sustains an injury, please report it at once to the supervising teacher or coach. It is the responsibility of the student to report at the time of the incident occurred so all facts pertaining to the accident can be provided. The names of any witnesses should be provided. The personnel in the principal's office will fill out accident reports for accidents that happen in the halls, on the way to school, or when the students are not under direct supervision of other school personnel.

Physical Examinations

1. Student-athletes are required to have an updated physical on file with the athletic department before athletes are allowed to participate in any athletic activity. Sports physicals are valid for 395 (13 months).
2. Incoming freshmen are required to have a physical and dental exam to satisfy school and state policy. This form will suffice for athletics as well.

Athletic Participation Fee

All Yorkville High School athletic programs require an \$80 fee that must be paid to the athletic office prior to the first scheduled contest of each sport. All Yorkville Middle School athletic programs require a \$65 fee (football \$80) that must be paid to the athletic office prior to the first scheduled contest of each sport. It shall be understood that payment of fees does not guarantee athletic participation. If an athlete drops or is removed from a program, such fees paid shall not be reimbursed. All Yorkville Special Olympics Programs require a \$60 fee that must be paid to the Special Olympics Coordinator prior to the first scheduled practice.

Athletic Trips

1. When possible, all trips will be made by bus.
2. Athletes are expected to travel to and from contests with the team on the bus. The parent can get permission for only their student athlete to go home with them by turning in the Parent Release form that can be found in the athletic office or on the athletic website.
3. Athletes should dress appropriately as instructed by the coach.
4. Student-athletes are expected to represent Yorkville CUSD 115 by respecting opponents, officials, and the host schools facilities in all actions while participating in Yorkville Athletics.

Awards

Athletic awards will be presented at the end of each season. Varsity letters are presented to athletes who have met the coach's criteria for lettering. One varsity letter shall be presented per career. If the letter has been lost or damaged, the athletic director will have the discretion of giving additional letters. Each year after receiving a letter in a varsity competition, bars and pins will be given. The lower level student athletes will not receive letter awards.

Special awards shall be given upon approval of the athletic director.

Sports Team Commitment Policy

A student athlete who is a member of one athletic team may not join another athletic team until the prior season has been completed or if mutually agreed upon by both head coaches of the teams involved and the athletic director. Membership on a team is defined as being in attendance at one official practice or game.

Athletic Eligibility and Training Policy (Athletic Code)

Representing Yorkville in interscholastic athletics is regarded as an honor and a privilege. All students who take part in interscholastic competition must fully understand that adherence to all parts of the athletic code is essential to participation.

The purpose of the athletic code is not to restrict freedom, but instead to encourage the athletes to practice and develop a greater application for the values associated with responsible behavior, healthful living, and good citizenship.

The athletes are reminded that they are frequently before the public and their actions may either enhance or downgrade the public's general opinion of athletes and athletics. Athletes should strive for the type of behavior that will make them a credit to their team, coach, school, and community. Yorkville CUSD 115 has a great athletic tradition that should be remembered and upheld.

The following articles and standards of conduct apply to all Illinois High School Association sports sponsored by the district.

1. At the high school, athletes must be enrolled as full time students while maintaining the following passing grades: **All Yorkville High School students will become ineligible upon failing more than one academic class.**
2. **Eligibility will be checked on a weekly basis.** Any athlete determined to be ineligible will be able to practice but will not dress or participate in any contest during one full week starting on Sunday to the following Saturday.
3. Athletes must be in attendance the last half of a school day in order to practice and/or compete that evening. Special dispensation can be given by the principal or athletic director for such things as family emergencies, college days, funerals, military obligations, etc.
4. Specific incidents of behavior or academic problems not covered in the athletic code are subject to the review and disciplinary action of the administration and/or coach.
5. Athletes must pass five (5) or more courses at the semester to be eligible for the next semester.

Training Rules

Coverage

1. Student athletes will be governed by the athletic code from the first day of involvement in interscholastic athletics through graduation. This means during, as well as, between sport seasons.
2. All athletes, managers, and cheerleaders must adhere to the principles of the athletic code.

Training code

The athletic code will cover inclusively, but not exclusively, the following violations:

1. Use of or possession of tobacco products and all vaping paraphernalia
2. Use of or possession of alcoholic beverages
3. Misuse or illegal possession of drugs
4. Theft or possession of athletic equipment not assigned to the person holding such equipment
5. Violations of school rules and regulations or the public display of behavior that could generally be regarded as being "unbecoming of an athlete" determined by the coach, athletic director, or other school officials
6. Arrest or indictment for any illegal act
7. Conviction of an illegal act (this will result in a suspension from further competition until review of the case by the athletic director and principal)
8. Group possession of prohibited chemical substances (alcohol, drugs, etc.) at parties, automobiles, etc

Procedure

1. All violations shall be reported to the administration. What constitutes an acceptable source in reporting will be left to the discretion of the administration.
2. The athletic director shall arrange to hold a conference with the reported athlete and the coach if necessary.
3. The athletic director is the administrator responsible for invoking all penalties.
4. The athletic director shall notify the principal of the penalties involved. Parent/Guardian will be contacted if necessary.

Penalties

1. The penalties will be issued based upon the collective judgment of the coaching staff and administration in the overall best interests of the athlete, the sport, and the school. All accusations or allegations of serious violations will be investigated as thoroughly and reasonably as possible.
2. Following are the levels of punishment. These are guidelines that are used by the administration to determine punitive actions. The level would be determined by the coach, principal, and athletic director.

Consequences of Training Rule Violations

a. First Offense

The athletic director will determine the suspension of the student/athlete based on the severity of the offense. The minimum suspension for a student/athlete is equivalent to 25 percent of a sport season.

b. Second Offense

The athletic director will determine the suspension of the student/athlete based on the severity of the offense. The minimum suspension for a student/athlete is equivalent to 50 percent of a sport season.

c. Third Offense

The student will be suspended the remainder of his/her high school career.

d. Discipline or removal from sports or other extracurricular activities is separate and distinct from and cumulative to, the discipline imposed by the administrative or Board of Education for violation of school rules and regulations.

Illinois High School Association (IHSA)

IHSA Rules

Illinois High School Association (IHSA) provides oversight, leadership, and guidance for high schools related to interscholastic competition. All Yorkville High School athletics are governed by the minimal requirements of IHSA governance.

The principal or athletic director of Yorkville High School is responsible to certify the eligibility of all students representing the school in interscholastic athletics. Any question concerning athletic eligibility should be referred to the principal, who has a complete copy of all IHSA eligibility rules, including the association's due process procedure. If the principal has questions or wishes assistance, contact should be made to the IHSA office.

Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic athletic eligibility. It is designed to make students and/or parents/guardians aware of major requirement to be eligible to compete in interscholastic athletics. Students will lose eligibility for interscholastic athletics if they violate IHSA bylaws. Therefore, it is extremely important students and parents review this material with coaches, athletic director and principal to thoroughly understand the IHSA eligibility by-laws and how they relate to the student.

Attendance

1. Students may represent only the school attended. Participation on a cooperative team of which Yorkville High School is a member is acceptable (PACEC).
2. Students must be enrolled and attending classes in Yorkville High School no later than the beginning of the eleventh (11th) day of the semester.
3. If a student attends school for ten (10) or more days during any one semester, attendance/participation will count as one of the eight (8) semesters of possible athletic eligibility in high school.
4. If a student has a lapse in school connection for ten (10) or more consecutive school days during a semester, the student is subject to ineligibility for the rest of the semester. The specific terms of the student's extended absence must be reviewed by the athletic director to determine if it is a "lapse in school connection or not."

Scholastic Standing

1. A student must pass twenty-five (25) credit hours of high school work per week.
2. A student must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Residence

1. Eligibility is dependent on the residence of the student's parents/guardians, not simply the student's residence. The student may be eligible if the student attends Yorkville High School and lives in the custodial home of a parent within the district. If the student attends a private or parochial school, the student may be eligible when enrolled and attending Yorkville High School for the first time as a ninth (9th) grade student, so long as the student lives with the custodial parent within the district.
2. If the student attended Yorkville High School for his/her entire high school career and the student's parents/guardians move from the district after the student has completed the eleventh (11th) grade, the student may remain in attendance at Yorkville High School, upon approval of the Board of Education, and be eligible in regard to residence for the twelfth (12th) grade.
3. If the student does not reside with both of his/her biological parents, the student's eligibility may be subject to special provisions. Check with the student's principal to be sure the student is eligible before participation.

Transfer

1. If the student transfers from a high school to Yorkville High School (Yorkville CUSD 115), the student will be ineligible for up to one year unless:

- a. The student's parents move into Yorkville Community Unit School District 115.
 - b. The student transfers from a private/parochial school to the public high school, the student is entering a public high school for the first time, and the principals of both the former school and Yorkville High School agree there is no evidence of violation of the IHSA recruiting rules.
2. If the student transfers from one public school to another in a district that has two or more high schools under the same Board of Education, the student will be ineligible for up to one year unless: the student's parents move from the attendance area of the school the student is leaving and into the attendance area of the school to which the student wants transfer, or the student was ruled eligible by the IHSA Executive Director under the special factors provided in the IHSA eligibility by-laws. **Note:** If the student transfers schools and the parents/guardians do not move, the principal of the new school, must obtain a written ruling on the student's eligibility before the student competes.
 3. If the student transfers because he/she is emancipated, an orphan, from a single parent family, or have had reassignment of the student's legal guardianship or custodial parent by action of the court, the student is ineligible until the IHSA Executive Director rules on the student's eligibility. The principal of the new school, must obtain a written ruling on the student's eligibility before the student plays in a contest.
 4. If the student transfers within the first ten (10) school days of a semester, the student will be eligible immediately if the student complies with all eligibility rules. However, if the student transfers after the start of the eleventh (11th) day of the semester, the student will automatically be ineligible for thirty (30) days, beginning with the date of the student's transfer.
 5. If the student transfers schools and the student transfer does not comply with IHSA bylaw requirements, the student will be ineligible for a maximum of one year. The specific length of the student's ineligibility must be determined by the IHSA Executive Director.

Participation Limitations

1. After a student enrolls in ninth (9th) grade, the student may be eligible for no more than the first eight (8) semesters of participation at Yorkville High School. If the student attends school for ten (10) or more days in a semester, that counts as a semester of attendance. The student is not guaranteed eight (8) semesters of eligibility, but that is the maximum number of semesters of high school attendance during which he/she may have eligibility.
2. The student's (seventh) 7th and (eighth) 8th semesters of high school attendance must be consecutive.
3. After the student enrolls in ninth (9th) grade, the student may be eligible for no more than four (4) years of competition in any sport. The student is not guaranteed four (4) years of competition, but that is the maximum amount of competition the student may have.

Age

The student will become ineligible on the date he/she turns 20 years of age, unless the student's 20th birthday occurs during a sport season. In that case, the student will become ineligible in regard to age at the beginning of the sport season during that he/she will turn twenty (20).

Use of Players

The student may not appear at a contest in the uniform of Yorkville High School while the student is ineligible. This means that the student may not dress or sit on the bench if the student is not eligible to play. Also, the student may not compete as an "exhibition" contestant if the student is not eligible.

Participating Under a False Name

If the student competes under a name other than his/her own, the principal will immediately suspend the student from further competition and the student and any other person(s) who contributed to the violation of this bylaw will be subject to penalties.

Sports Team Commitment Policy

A student athlete who is a member of one athletic team may not join another athletic team until the prior season has been completed or if mutually agreed upon by both head coaches of the teams involved and the appropriate athletic director. Membership on a team is defined as being in attendance at one official practice or game.

Physical Examination

Student-athletes are required to have an updated physical on file with the athletic department before athletes are allowed to participate in any athletic activity. Sports physicals are valid for 395 (13 months).

Amateur Status

1. If the student wins or places in actual competition, the student may accept a medal or trophy for the accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, the student may receive any type of award (except cash, check, or legal tender) that does not exceed \$20 fair

market value. There is no limitation on the value of a Yorkville High School letter.

3. The amateur rule does not prohibit the student from being paid to referee; receiving pay for teaching lessons or coaching in a (little youth) league, etc. It only applies to the student's own competition in an athletic contest.
4. If the student violates the amateur rule, the student becomes ineligible in the sport in which he/she violated. The IHSA Executive Director must reinstate the student before the student may compete again.

Recruiting of Athletes

1. The rules prohibit recruiting of high school students for athletics. If the student is solicited to enroll in or transfer to a school to participate in athletics, the student is being illegally recruited and the student's eligibility is in jeopardy.
2. The student will lose his/her eligibility if the student enrolls in or transfers to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. The student will lose eligibility if the student receives special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend the school.
4. The student may not receive an "athletic scholarship" or any other special benefit from Yorkville High School, because of the student's participation in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school
 - b. Offer or acceptance of room, board, or clothing or financial allotment for clothing
 - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service
 - d. Offer or acceptance of free transportation by any school connected person
 - e. Offer or acceptance of a residence with any school connected person
 - f. Offer or acceptance of any privilege not afforded to non-athletes
 - g. Offer or acceptance of free or reduced rent for parents
 - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents
 - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer
 - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. The student may not be offered or receive any benefit, service, privilege, or opportunity, that is not also provided or made available to all prospective students at that school.

School Team Sports Season

1. Each sport conducted by IHSA member schools has a starting and ending date. Yorkville High School may not organize a team, begin practice, or participate in contests in a given sport until the authorized starting date. Yorkville High School may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. The student may not participate on a non-school team coached by any member of Yorkville High School's coaching staff unless it meets specific criteria established by the IHSA Board of Directors.
 - b. No school coach may require the student to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season bylaws will result in penalty to the student and/or to Yorkville High School's coaching personnel.

Playing in Non-School Competition

1. During the season, if the student is participating on a school team in a sport at Yorkville High School, the student may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
2. If the student participates in non-school competition during a sport season and subsequently wish to join the school team in the same sport, the student will not be eligible.
3. If the student is trying out for or competing as a representative of the United States in recognized national or international competition during Yorkville High School's sport season in the same sport, the student must obtain approval from the IHSA office. The Yorkville High School Principal must initiate the request for approval in writing prior to any such participation.
4. The student may try out for a non-school team while the student is on Yorkville High School's team in that same sport, but the student may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until the student ceases being a member of the school's

team. The student ceases being a member of the school's team when the team(s) of which the student is a member terminates for the school year.

5. The student will become ineligible if the student plays on any junior college, college, or university team during his/her high school career.

All-Star Participation

1. After the student has completed high school eligibility for football, basketball, soccer, or volleyball, the student may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
 - a. the high school season in that sport has been completed
 - b. the all-star contest has been approved by the IHSA- The student may lose eligibility for other interscholastic sports if the student plays in all-star competition in any of these sports under any other conditions
2. The student is not restricted from participation in all-star competition in sports other than football, basketball, soccer, or volleyball, except that the student may not do so during the school season for the sport.

Coaching Schools

1. A coaching school is defined as "any program sponsored by an organization or individual that provides instruction in sports theory and skills to groups of persons." The term "groups of persons" is defined as more than two (2) students from any school.
2. During the school year, the student may not attend a coaching school or clinic for any interscholastic sport.
3. The student may attend a coaching school, camp, or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - a. The student may not attend a coaching school, camp, or clinic for any fall sport(s) after July 31.
 - b. The student may not attend a coaching school, camp, or clinic for any winter or spring sport(s) after the day the student's school begins in the fall.

Misbehavior During Contests

1. If the student violates the ethics of competition or the principles of good sportsmanship, the student may be barred from interscholastic athletic contests, either as a participant, spectator, or both.
2. If the student is ejected from a contest for unsportsmanlike conduct, the student will be ineligible for the student's team's next contest. The student is also subject to other penalties.
3. Student fans found in violation of the ethics of competition or principles of good sportsmanship may be barred from interscholastic athletic contests. Students are also subject to other penalties.
4. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

Yorkville Middle School Non-Athletic Clubs and Organizations

Art Club
AVID Readers
Beau chant (Singing Club)
Bowling Intramurals
Comic Book Club
Crime Scene Investigation (CSI)
Cultural Awareness Club
Drama Club
IMSA
Jazz Band
Newspaper Club
Recycling Club
SALT (Leadership Organization)
Scholastic Bowl (IESA)*
Student Council
STEP Team
Technology Student Association
Tennis Intramurals
Yearbook Club

Yorkville High School Non-Athletic Clubs and Organization

Art Club	Orchestra
Band	Play (Fall and Spring)
Chamber Strings	Peer Facilitators
Chorus/Madrigals	Peer Mediation
Class Officers	Robotics
Drama Events	SAFE (Students Acting For the Environment)
Educators Rising	Scholastic Bowl
F.B.L.A. (Future Business Leaders of America)	Spanish Club
Jazz Band	Speech Team
Key Club	Step Team
Library Club	Student Ambassadors
Marching Band/Color Guard	Student Council
Math Team	T.S.A. (Technology Student Association)
Musical	TRY (Teens Reaching Youth)
N.A.H.S. (Natl. Art Honor Society)	WYSE (Worldwide Youth in Science & Engineering)
N.H.S. (National Honor Society)	Yearbook
Newspaper	

*Additional clubs, activities, and organizations can be found on the Yorkville CUSD 115 website.

National Honor Society

Candidacy for membership in National Honor Society is based on four pillars: scholarship, leadership, character, and service. It is important to note that scholarship is merely the contact material; it does not immediately qualify a student for membership. Rather, it merely establishes the potential membership pool. The process for selection is defined below.

Scholarship

Any student with an 88 percent average or above is invited to an informational meeting at which time he/she are given a packet of information to complete and submit. Packets must be submitted by the date indicated and must include the signatures of both the applicant and a parent/guardian of the applicant. There are no exceptions. A late packet or an incomplete one will not be considered. It is important to note that a student with a 90.001 percent average and a student with a 99.999 percent average are equally eligible and treated equally throughout the rest of the selection process.

Following the distribution of student packets, each teacher at the high school is given a rating sheet that lists each eligible student. Each teacher can, if he/she so chooses, rate the students he/she knows well using a four-point system for the following criteria: leadership, character, and service. The number of teacher statements received by one individual student has no bearing when compared to the number received by another student. When the advisor receives the completed teacher rating sheets, he/she adds each student's total and divides by the total possible points. Teacher points are proportioned and ratios created in this manner: Student A had five teachers rate her. Her total possible score was 60 points. Four points possible each for leadership, capacity, and service. Student A received 48 out of 60 points or an 80 percent. Student A is eligible to continue through the selection process. Anyone who falls below a 75 percent is not eligible to continue as the faculty sees some "shortcoming."

The advisor pre-screens the applications. If an application is totally empty in leadership or service, the advisor pulls those applications out as a pillar has not been satisfied.

Once the students complete their applications and submit them to the advisor, a faculty panel reads over each qualifying application. The panel is selected by the advisor and principal. The panel of five reflects a mixture of gender, time in Yorkville CUSD 115, and content area. The panel meets to read and discuss each application in depth. Selection is determined by completeness of application, variety expressed on application, and especially the quality of the entered information. A minimum of three teacher recommendations for membership are required for a student to be invited to become a member of the YHS National Honor Society Chapter.

Each student submitting an application is informed by letter of acceptance or appreciation no later than two weeks following the submission of his/her application. A formal induction ceremony follows for students and their parents/guardians.

Local Appeal Process

The YHS chapter of NHS will adhere to the following procedures:

1. In order for an appeal to be officially lodged, the student in question must have been a "split-decision" with three of the faculty panel in favor of rejection and two of the panel in favor of selection. If that condition is met, the student may continue in the appeal process.
2. A meeting with the student and parents/guardians will take place, at which time the Student Information form will be reviewed by the advisor, the student, and the parents/guardians. If all parties feel that there are adequate grounds for reconsideration, the appeal process continues.
3. The student will have the chance to amend a questionable or weak area in a reasonable amount of time to be established by the advisor and the student.
4. Upon resubmission, the advisor will check each new entry to verify the validity of the information sheet. If all are verified as true, the process continues.
5. The original panel of five faculty members will reconvene to reevaluate the information sheet. At this time, there will be no discussion. Each panel member will put, in writing, his or her individual and independent justification for selection or non-selection. If the majority feels selection is appropriate, the student will become a full member. If the majority feels non-selection is appropriate, the student will not be granted membership.
6. The written comments will be put into typed print and mailed home to the appealing student. Copies of the comments will be kept on file.

Non-Athletic Eligibility Policy

The following articles and standards of conduct apply to all Illinois High School Association activities sponsored by Yorkville CUSD 115.

1. At the high school, participants must be enrolled as a fulltime student while maintaining the following passing grades:
All Yorkville High School students will become ineligible upon failing more than one academic class.
2. **Eligibility will be checked on a weekly basis.** Any participant determined to be ineligible will be able to practice but will not dress or participate in any contest during one full week starting on Sunday to the following Saturday.
3. Participants must be in attendance the last half of a school day in order to practice and/or compete that evening. Special dispensation can be given by the principal or activities director for such things as family emergencies, college days, funerals, military obligations, etc.
4. Specific incidents of behavior or academic problems not covered in the activity code are subject to the review and disciplinary action of the administration and/or coach/sponsor.

No Pass/No Play Policy

Yorkville High School will follow the "No Pass/No Play Policy" of Yorkville CUSD 115. Any student that does not meet the requirements of the district policy will be suspended from the activity which that are participating in for a period of time required by the policy. This policy will be enforced on a weekly basis. All students involved in co-curricular activities will be informed of this policy by their sponsor at the start of their activity.

Goals and Objectives

Participating in student activities is viewed by the school as a worthwhile endeavor that enhances the educational process. Participation is considered an extension of, but separate from, the regular school program. While the regular curricular program is a right afforded to each student, participation in the extra-curricular program is a privilege and, as such, carries certain expectations beyond those found in a normal classroom situation.

The important goals of the activities program are to offer students direction in developing healthful living habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to these ends that a "Code of Student Conduct" is established for those choosing to take part in the student activities program.

Expectations

Note: Each activity may have additional expectations that reflect the purpose and goals of that activity.

- a. Attend school, practices, and contests/performances
- b. Travel on school arranged transportation for all away from school events
- c. Maintain Illinois High School Association eligibility standards common to all such activities
- d. Be responsible for all equipment and/or clothing issued for the activity and the return of such equipment at the end of the activity
- e. Adhere to all rules set forth in the student handbook
- f. Display conduct becoming of a Yorkville CUSD 115 representative including the respect for people and property at all times

Activity Code Violations Penalties

First Offense

1. The penalty for violation in all non-athletic extra-curricular activities will be separate from those imposed by the athletic policy. Students who are involved in both athletic and non-athletic activities at the same time will be issued two consequences. Should a student fail to comply with a behavioral expectation, either in or out of school, the sponsor(s) will deal with minor infractions, whereas an infraction of a more serious nature (such as drugs, alcohol, intoxicating compounds, "look-a-like" drug, theft, verbal or physical assault, vandalism) will require a meeting of the student, parents/guardian, the sponsor(s), and the principal or a designee. Consequences for a first offense will include the student's suspension of all participation in the activity(ies) for a period of 10 school days including the weekends that fall within those 10 days. In addition, appropriate school consequences pursuant to Yorkville CUSD 115's disciplinary policies and procedures will apply.
2. All activities will provide participants a list of expectations for behavior in addition to those listed in this handbook as a subject for their membership.

Second Offense

Activity eligibility is terminated immediately for that school year.

Cross-Over Policy

1. In a school the size of Yorkville High School there is a tremendous amount of crossover of students in different activities. Some of these activities conflict with one another, some to an extent that crossover is simply not possible. The final decision is up to the individual student. At no time will adults (i.e. coaches, sponsors) threaten a student with punitive action should they choose to participate in one activity over another. However, as a guideline:
 - a. a contest will have priority over a practice
 - b. a state event (contest) will have priority
2. Beyond these two guidelines, the student needs to choose which activity to participate in on that day. To be fair to all, the coach/sponsor must be honest with the student if a crossover won't work. For example, in the fall if a girl is playing volleyball, she cannot participate in cheerleading or the fall play. By knowing this ahead of time, a student can make a choice. In essence, a student can't do everything. Additionally, in activities such as drama, the director must take into consideration the activities students are involved in when selecting a cast. It would be difficult for an athlete, in season, to have a lead role.
3. Should further conflicts arise, the sponsors/coaches of the conflicting activities need to get together and determine if a solution can be agreed upon. If a solution is not arrived at, the conflict is taken to a building administrator for mediation and the decision of the mediation will be final. At no time in this process will the programs be pitted against each other.

Hotlines

Emergency	911
Alanon/Alateen	630-896-5552 www.al-anon.alateen.org
Alcoholics Anonymous	630-859-2444 www.aa.org
AMITA Behavioral Health	630-801-2657 www.amitahealth.org
Anorexia Self-help	847-831-3438
Bulimia Self-help	847-831-3438
Child Abuse Hotline	800-252-2873
Cocaine Anonymous	773-202-8898
Crisis Line of the Fox Valley	630-966-9393
Depression Hotline	630-482-9696
Domestic Violence Hotline	630-897-0080
Financial Assistance	630-553-7743
Gateway Foundation	630-966-7400 www.gatewayfoundation.org
HOPELINE	800-784-2433
Housing Authority	630-690-3555
Kendall County Food Pantry	630-553-0473 www.kendallcares.org
Kendall County Health Department Bus. Hrs.	630-553-9100 www.kendallhealth.org
Kendall County Health Department After Hrs.	630-553-6314 www.kendallhealth.org
LIFELINE	800-273-8255
Linden Oaks Hospital at Edward	630-305-5500 www.edward.org
Mutual Ground	630-897-0080 www.mutualground.org
	630-897-8383
Narcotics Anonymous	708-848-4884
Open Door Clinic	630-844-2811

Parental Stress Hotline	630-463-0390
Parents Anonymous	630-897-1003
Parents Too Soon	800-422-5587
Poison Control Center	800-222-1222
Prairie State Legal Services	800-531-7057
Public Action to Deliver Shelter (PADS)	630-553-0473 www.kendallcares.org
Rosecrance Health Network	815-391-1000 www.rosecrance.org
Sexual Assault	630-897-8383
Shelter for Women & Children	630-897-0080
Suicide Prevention Hotline	630-482-9696
	800-SUICIDE
	800-784-2433

Part V: Parental Notifications

Protection of Students Rights

See Board of Education Policy [7:15](#), *Student and Family Privacy Rights*, for information regarding the protection of student rights related to surveys, personal information, instructional materials, and invasive physical exams or screenings.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the district's educational objectives as identified in Board of Education Policy [6:10](#), *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to 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 section 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.

Survey Requesting Personal Information

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

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

The student's parent/guardian may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request
2. Refuse to allow their child to participate in the activity described above- The school shall not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

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

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

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

Selling or Marketing Students’ Personal Information Is Prohibited

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

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

1. College or other postsecondary education recruitment, or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary schools and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education-related activities
6. Student recognition programs

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

Notice of Services for Deaf, Hard of Hearing, Blind, or Visually Impaired Students

The parent/guardian of any child who is deaf, hard of hearing, blind, or visually impaired will be provided with written notice of the existence and services of the Illinois School for the Deaf, Illinois School for the Visually Impaired, or similar local schools, including information on school services, admission criteria and contact information.

Parent and Family Engagement Policies and Activities

See Board Policy 6:170, *Title I Programs*, for more information regarding Title I Parent and Family Engagement.

The Superintendent or designee shall pursue funding under Title I, Improving the *Academic Achievement of the Disadvantaged*, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All district schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the district’s schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the district’s schools.

Title I Parent and Family Engagement

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

District-Level Parent and Family Engagement Compact

The superintendent or designee shall develop a district-level Parent and Family Engagement Compact according to Title I requirements. The district-level Parent and Family Engagement Compact shall contain: (1) the district's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The superintendent or designee shall ensure that the compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

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

Notice of CPR and AED Videos

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association's website at and the Illinois State Board of Education's website at:

<https://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

<https://www.isbe.net/Pages/School-Health-Issues.aspx>.

Birth Certificate Requirement

Upon initial enrollment in the district, parents/guardians must provide the district with a certified copy of the child's birth certificate as proof of age and identity. If the birth certificate is not provided within 30 days after enrollment, the district is required to notify the Illinois Department of State Police or local law enforcement. In such instances, the district shall also notify the parent enrolling the child that they have 10 additional days to provide the birth certificate.

Free and Reduced Priced Lunch

Children need proper nutrition to learn. The district will provide milk and lunch every school day to families who qualify based on income level. To apply for free milk and lunch, parents/guardians must complete the Household Eligibility Application form at www.y115.org, the main office of the school building, or at the district office. For more information regarding the application process, please call the district office at 630-553-4382.

Transportation Reimbursement

Travel reimbursement is available for qualifying students who are enrolled full-time in kindergarten through grade 12, live 1.5 miles or more from the school, and do not have access to transportation provided entirely at public expense.

School Wellness

See Board of Education Policy [6:50](#), *School Wellness*, for more information regarding the District's School Wellness Program.

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school-based activities, and meal programs. Board of Education Policy 6:50, *School Wellness*, shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The superintendent will ensure:

1. Each school building complies with Board of Education Policy 6:50
2. The policy is available to the community on an annual basis through copies of or online access to the Board of Education Policy Manual

3. The community is informed about the progress of this policy's implementation

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

1. Schools will support and promote sound nutrition for students.
2. Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
3. Nutrition education will be part of the district's comprehensive health education curriculum. See Board of Education Policy [6:60](#), *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

1. Schools will support and promote an active lifestyle for students.
2. Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board of Education Policy [6:60](#), *Curriculum Content* and Board of Education Policy [7:260](#), *Exemption from Physical Education*.
3. During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board of Education policy [6:60](#), *Curriculum Content* and Board of Education Policy [7:260](#), *Exemption from Physical Education*.
4. The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board of Education Policy [4:120](#), *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Department of Agriculture's (USDA) Smart Snacks rules).

In addition, in order to promote student health and reduce childhood obesity, the superintendent or designee shall:

1. Restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods
2. Comply with all ISBE rules
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board of Education Policy [4:120](#), *Food Services* (i.e., in-school marketing of food and beverage items must meet competitive foods standards)

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day (e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives).

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the district's related procedure(s), contact the superintendent or designee. The district's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

At least every three years, the superintendent shall provide implementation data and/or reports to the Board of Education concerning this policy's implementation sufficient to allow the Board of Education to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the district's implementation of the policy
- The extent to which schools in the district are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the district will make the results of the assessment available to the public
- Where the district will retain records of the assessment

The Board of Education will monitor and adjust the policy pursuant to policy [2:240](#), *Board Policy Development*.

Community Involvement

The Board of Education and superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to Board of Education Policy [2:140](#), *Communications To and From the Board*.

Recordkeeping

The superintendent shall retain records to document compliance with this policy, the district's records retention protocols, and the Local Records Act.

Instruction in Recognizing and Avoiding Sexual Abuse

State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Instruction will emphasize that abstinence is a responsible and positive decision and the only 100 percent effective prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

No student shall be required to take or participate in any class or course providing instruction on recognizing and avoiding sexual abuse, AIDS or sexual education or family life instruction if the parent/guardian submits written objection, and refusal to take or participate in such course or program will not result in any penalty for the student. Parents/Guardians may also request to inspect the instructional materials and course outlines for these courses. The principal should be contacted for more information.

Students will also be provided instruction in recognizing and avoiding sexual abuse. Parents/Guardians will be provided written notice not less than five (5) days before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford parental opportunity to object to participation. Parents/Guardians have the right to have their children excluded from any program by making such a request in writing to the principal.

Recording Surveillance Policies Other Than Bus Surveillance

Video surveillance cameras record 24 hours per day in various locations inside (e.g., hallways, stairwells) and on the campus of district and school buildings. Notifications of video surveillance are posted throughout the buildings. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. Video recordings may not include an audio component. The content of the electronic recordings may become part of a student's school record and, if so, are subject to district policy and procedure concerning school student records. Students may be disciplined based in whole or in part on video recordings as evidence of misconduct in violation of school rules and Board of Education Policy.

Student Social Media Password or Other Account Information

See Board of Education Policy [7:140](#), *Search and Seizure*, for more information regarding the district's student accounts or profiles on social networking website.

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.

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.

Special Education Services

The district shall provide notice to the parents/guardians of any decision to (1) initiate or change or (2) refuse to initiate or change the identification, evaluation, or educational placement of a student or the provision of a free appropriate public education to a student, and the reasons for the change or the refusal to change. The written notice will also inform the parent/guardian of the opportunity to present complaints with respect to any matter relating to the educational placement of the student or the provision of a free and appropriate public education, as well as notify the parent/guardian of the right to have an impartial due process hearing on the complaint. The notice shall inform the parent/guardian in their native language, unless it is clearly not feasible to do so, of their rights and all procedures under the Illinois School Code and the Individuals with Disabilities Education Improvement Act of 2004. The notice also shall inform the parent/guardian of the availability upon request of a list of free or low-cost legal and other relevant services available locally to assist parents/guardians in initiating an impartial due process hearing.

Delegation of Rights for Special Education Students

A student's educational rights transfer from the student's parents/guardians to the student on the student's 18th birthday. If the student has an Individual Education Program, the written notice of the transfer of rights must be provided to the special education student and the student's parents/guardians at an Individual Education Program meeting to review the student's Individual Education Program during the year in which the student turns 17. At that meeting, the district must provide the student with a copy of the Delegation of Rights form. If the student and the student's parents/guardians do not attend the Individual Education Program meeting, the district will mail the notice and a copy of the Delegation of Rights form to them at their last known address.

Related Services and Related Service Logs

Parents/Guardians may provide written request to receive related service logs in accordance with their child's Individual Education Program.

Behavior Intervention Policies, Procedures, and Rules For Use Of Isolated Time Out and Physical Restraint

The district has adopted policies and procedures requiring the use of positive behavioral interventions with students to promote and strengthen desirable behavior and to reduce or eliminate identified inappropriate behaviors.

The Board of Education has developed policies regarding student discipline that ensure order, safety, and discipline in its schools. (Refer also to the section of this handbook entitled "Student Behavior Expectations"). Students identified as needing special education, and with a written Individualized Education Program (IEP), may have additional rights under the law or in the IEP.

A copy of the district's behavioral interventions policy, which, together with the regular discipline policy and physical restraint procedures, applies to the discipline of special education students, is available at the district office and is provided to any parent/guardian of a student with a disability when their child initially becomes eligible for special education services. Parents interested in reviewing the policies may contact the director of student services at 630-553-4382.

Equal Access Regarding the Boy Scouts

Upon request, any Boy Scout or Girl Scout group or any other designated group under federal law shall be given equal access to school facilities and shall not be denied access, opportunity, benefits, or services, or be discriminated against for reasons including the membership or leadership criteria or oath of allegiance to God and country of any designated youth group, except that the district will remain viewpoint neutral when granting access to school facilities under Board of Education Policy [8:20](#), *Community Use of School Facilities*.

Parents' Right To Know

Parents have the right to the following:

1. Upon request, information regarding the professional qualifications of their student's classroom teachers upon request
2. Information regarding student's achievement level and academic growth of the student, if applicable and available, on each state academic assessment

3. Notice of when a student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned

4. Information regarding any state or local policy regarding student participation in mandated assessments by the State or school district, which shall include a policy, procedure, or parental right to opt the student out of such assessment, where applicable

5. Information on each assessment required by the state or school district, where such information is available and feasible to report

6. No later than 30 days after the beginning of the school year, notice to the parents of an English learner who is participating in, or has been identified for participation in, a program of English learning of

- a. the reasons for the identification and need of placement in a language instructional education program
- b. the child's level of English proficiency, how the level was assessed, and the status of the child's academic achievement
- c. the methods of instruction used in the program, the methods of instruction used in other available programs, and the use of English and a native language in instruction
- d. how the program will meet the educational strengths and needs of the child
- e. how the program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
- f. the specific exit requirements for the program
- g. how the program meets the objectives of an Individual Education Program, if applicable
- h. information pertaining to parental rights.

Sex Offender Notification

Under the guidelines of the Sex Offender Registration Act, a sex offender is required to register with local law enforcement agencies. A sex offender database and information regarding sex offender registration can be found on the Illinois State Police website, (www.isp.state.il.us) under the link for sex offender information.