

## Proposed Edits: 26-27 Parent Student Handbook

In addition to updating dates, names, and positions as needed, the following red-line changes are proposed.

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### GENERAL SCHOOL INFORMATION

#### District 74 Messaging System

District 74 utilizes a communication broadcast system that enables school personnel to notify all households and parents by ~~phone and electronic mail~~ email and text message within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service will also be used to communicate general announcements or reminders. ~~When used, the service will simultaneously call the main home phone number and email address maintained in our student information system and will deliver a recorded message.~~ Please be sure to update your phone numbers and/or email addresses if ~~anything changes they change~~, so that the District has your current information on file. ~~To opt in to receive text messages, you must text the word 'YES' to 79041. You may opt out at any time by texting the word 'STOP' to 79041.~~

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### ATTENDANCE

#### *7:70 - Attendance and Truancy*

The Illinois compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years who are enrolled in Kindergarten or higher are also required to attend school while in session during the regular school term. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

#### ~~Excessive-Chronic Absenteeism/Truancy~~ *(Moved up in section)*

A ~~chronic or~~ habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5% or more of the previous 180 regular attendance days. (A person who willfully attempts to encourage a child not to attend school is guilty of a Class C misdemeanor.) ~~In Illinois, chronic absenteeism is defined as missing 10% or more of the school year, regardless of the reason for the absence.~~

Schools may implement one or more of the following ~~consequences~~ responses to chronic absenteeism and/or truancy:

- Notification letter sent to parent or guardian;
- Parent or guardian conference;

- Student and/or family counseling;
- Information about community agency services;
- All future absences to be verified by a physician or dentist;
- Restriction or prohibition on participation in extracurricular or intramural activities, field trips, or other activities.

If truancy continues after supportive services have been offered, the building principal shall refer the matter to the superintendent. The superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the ~~truancy~~ truancy office of the North Cook Intermediate Service Center. The Board of Education, superintendent, District administrators, and teachers shall assist and furnish such information as they have to aid truant officers. No punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for ~~his or her~~ their truancy unless available supportive services and other school resources have been provided to ~~the student~~ them.

A parent or guardian is to ~~telephone~~ notify the school office within 30 minutes of the start of school to report a child's absence. Parent(s)/guardian(s) who do not ~~telephone~~ notify the school will be contacted. ~~As part of registration, parent(s)/guardian(s) must provide at least one telephone number at which they may be reached by the school regarding absence notification.~~ If attempts to reach the student's parent(s)/guardian(s) are unsuccessful, other emergency contacts for the student will be called.

~~Students may be~~ Excused absences from school ~~for~~ include personal illness or medical appointments, death in the immediate family, family emergency, observance of a religious holiday, certain court appearances, and other approved prearranged absences.

### **Student Illness**

Parents must ~~call~~ notify the school within 30 minutes of the start of the school day to report a child's absence due to illness. When a student has been absent from school for three (3) or more days due to illness, the school may require a doctor's note before the student can return to school.

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## **EMERGENCY PROCEDURES**

### *4:170 - Safety*

#### **Fire Evacuate**

These procedures should be followed any time the fire alarm is sounded:

1. Students, staff, and visitors will use the fire exits that are posted in each room or a safe alternative exit.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. Doors should be closed after everyone has left the room(s).
5. Students will be escorted by their teachers to a safe distance from the building.

6. Teachers will stay with their classes at all times and take attendance at their designated safe areas.
7. No one shall return to the building until the all-clear signal is given by the building principal or person in charge.

### **Shelter-In-Place Shelter**

When a ~~shelter-in-place-shelter~~ warning is issued, the District students will be moved to designated safe areas as posted in each classroom. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student will be allowed to leave the school premises during a tornado warning. Students are not to talk, run, or push at any time during a drill.

### **Lockdown**

In the event of a situation where the safety of our students is being threatened, the District will institute a lockdown procedure. At that point, students will be directed to safe areas of the classroom and/or school by the staff, and they will remain quiet until the all-clear signal is given. No one except for ~~police-officials~~ **first responders** will be allowed to enter the building during a lockdown.

PLEASE DO NOT CALL THE SCHOOL, BUILDING PRINCIPAL, OR THE SUPERINTENDENT, OR ATTEMPT TO COME TO THE SCHOOL during a lockdown situation. Phone lines must be kept open for emergency communications. Communication will be made to families as quickly as possible, consistent with the District's emergency **management/safety plans**.

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## **STUDENT INFORMATION MEDIA RELEASE**

*7:340 - Student Records*

*7:15 - Student and Family Privacy Rights*

~~Students may occasionally appear in photographs and video images taken by school staff members, other students, or other individuals authorized by the building principal. The school may use these pictures and video images in various publications, including the school yearbook, school newspaper, and school website. In addition, while the school limits access to school buildings by outside individuals, there may be occasions where news media, photographers, or other outside entities take and/or publish photographs or video images of students while on school grounds or at school-related activities. School staff members may provide the names of students to members of the media, photographers, etc., in these instances, at the discretion of school staff members. No photograph highlighting individual faces of students will be used for commercial purposes, absent the specific consent of the eligible students/parents/guardians. District 74 Communications may provide information, including student names and/or photos and videos, to news media outlets for a news article being published unless parents/guardians have revoked consent for the release of this information.~~

~~Restricting the release of student information may exclude the student from all news articles, school or District newsletters, videos (e.g., holiday programs), yearbooks, student directories, memory books, and related publications. The District releases student information with student safety in mind. Accordingly, the District's website will identify students by first name or first name and last initial only. Personal information such as home address, phone number, and names of family members will not be used on the website. In addition, information regarding the physical location of students (other than at a particular school or school activity) will not be released. Parents who do not wish to have their child's photo used for such purposes should indicate their preference on Infosnap.~~

~~Student teachers are often placed in classrooms throughout the District. Videotaping their classroom lessons, including the classroom students, is an education licensure requirement from the Illinois State Board of Education. Parents who do not want their child videotaped for a student teacher's education requirements must submit a letter, stating their request to not have their child participate to their child's school office by September 2.~~

The District publishes student information with student safety in mind. Photographs highlighting individual students will not be used for commercial purposes without specific consent from the affected students and/or their parents/guardians.

Students may occasionally appear in photographs and videos taken by District staff, other students, or individuals authorized by building principals. The District may use these photographs and videos on the District website; in digital and print publications; in school yearbooks; in promotional materials; and on District social media platforms. In instances where a student is identified by name, only the student's first name and last initial will be published (e.g., John S.). Parents/guardians who do not wish to have their child's photo or video used for these purposes should indicate their preference during registration through InfoSnap.

While the District limits access to school buildings by outside individuals, there may be occasions when news media outlets, photographers, or other external entities are permitted by District administrators to take and/or publish photographs or videos of students on school grounds or during school-related activities. The District may also provide information, including student names, photographs, and videos, to news media outlets for publication unless parents/guardians have revoked consent for the release of this information. The District makes every effort to notify parents/guardians in advance when possible.

Student teachers are regularly placed in classrooms throughout the District. As part of licensure requirements established by the Illinois State Board of Education, student teachers may be required to videotape classroom lessons that include students. Parents/guardians who do not wish for their child to be videotaped for these educational requirements must submit a written request to their school office by September 2 of each school year.

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