



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Dr. Katie Reynolds, Assistant Superintendent of Curriculum and Instruction
CC: Dr. Scott Warren
Date: September 3, 2025
Re: Student Handbook Changes

This memo outlines the required handbook changes for the 2025–2026 school year. All procedures were drafted and reviewed by legal counsel and are fully aligned with PRESS, the Illinois Association of School Boards’ policy service.

Summary Chart

District 103 Handbook Section	Description	Page(s)
Equal Opportunity & Sex Equity	Revised to comply with changes to PRESS and federal law.	3
Attendance and Truancy	Revised to comply with Public Act 102-466, effective 7-1-25, which creates the Ensuring Student Success Act and requires a school district to distribute corresponding policies to each student at the beginning of each school year.	4-6
Home and Hospital	Revised to comply with Public Act 102-466, effective 7-1-25, which creates the Ensuring Student Success Act and requires a school district to distribute corresponding policies to	7

	each student at the beginning of each school year.	
Student Medication	Revised to fully comply with PRESS and clarify when certain students can possess and/or self-administer testing supplies, equipment, and medication.	8-9
Counseling	Revised to comply with Public Act 102-466, effective 7-1-25, which creates the Ensuring Student Success Act and requires a school district to distribute corresponding policies to each student at the beginning of each school year.	10
(New) Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	Revised to comply with Public Act 102-466, effective 7-1-25, which creates the Ensuring Student Success Act and requires a school district to distribute corresponding policies to each student at the beginning of each school year.	11-13
Student Behavior	Revised to fully comply with PRESS.	14
Prevention of and Response to Bullying, Intimidation, and Sexual Harassment	Revised to comply with changes to Title IX and to fully comply with PRESS.	15

Equal Opportunity & Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, ~~nationality~~, **national origin**, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, ~~or actual or potential marital or guardian status, including pregnancy~~ **military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.**

No student shall, based on 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 or guardian with a sex equity or equal opportunity concern should contact the school principal.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Attendance and Truancy

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

“All students in Lake County Area Schools are expected to attend school every day. The Compulsory School Attendance Law states that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis.” [Lake County Regional Office of Education]

Subject to specific requirements in State law the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include illness (including up to 5 days per school year for mental or behavioral health of the student), **attendance at a verified medical or therapeutic appointment (including a victim services provider)**, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-8), and/or other situations which are beyond the control of the student as determined by the district board of education, or other circumstances which give reasonable concern to the guardian for the safety or the health of the student. [105ILCS 5/262a)] **For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.**

Additionally, a student will be excused for up to 5 days in cases where the student's guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support

postings. The Board of Education, at its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

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

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

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Upon written notice from a student's guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the School and District. Absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer.
- Appropriate school discipline.

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

Home and Hospital

A student who is absent for an extended period of time, or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates their absence for an extended period of time, or has ongoing intermittent absences, because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Student Medication

Administering medication during school hours is discouraged unless it is necessary for the critical health and well-being of the student in order to attend school. When a student's licensed health care provider and guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the guardian must request that the school dispense the medication to the child by completing an Authorization to Administer Prescription and/or Over the Counter Medication Form, which can be found on the Health and Wellness section of the website.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed Authorization to Administer Prescription and/or Over the Counter Medication Form is submitted by the student's guardian. Students are not allowed to possess any prescription or over-the-counter medication in school or at a school-related function other than as described below. Medication to be administered at school must be brought to school by the guardian in the original packaging and accurately labeled for each student.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

~~(defined as a student's discretionary use of and ability to carry) their emergency medication, such as asthma rescue inhalers and epinephrine auto-injectors as follows:~~

- ~~*Asthma Rescue Inhalers:* For a student to self-administer, the guardian must provide written authorization and a copy of the prescription label containing the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered. This label will be affixed to the Authorization to Administer Prescription and/or Over the Counter Medication form or guardian agreement for the child to carry an inhaler. The student will sign an agreement indicating his/her understanding of the administration of the medicine, proper time, that medication will not be shared, where the medication will be kept, and that they will come directly to the nurse's office if the medication is ineffective.~~
- ~~*Epinephrine Auto-Injectors:* For a student to self-administer, the guardian must provide written authorization by both the guardian and the licensed prescriber on the Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form. This must include the name and purpose of the auto-injector, the dosage prescribed, circumstances, and time/times at which the auto-injector will be administered.~~

The School and District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, **including asthma medication** or epinephrine auto-injector or **medication required under a qualifying plan.** ~~the storage of any medication by school personnel.~~ A student's guardian must agree to indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector ~~and/or asthma inhaler, or the storage of any medication by school personnel.~~ **and/or a medication required under a qualifying plan.**

Counseling

Each District 103 School has a licensed clinical social worker and a nationally certified school psychologist on staff. These highly qualified individuals can help students with a wide range of personal, social and academic situations. Students may participate in a group activity or be seen on an individual basis. The social workers and psychologists are also key members of the student problem solving teams that meet weekly at each school. If you have a question or concern about your child, feel free to contact the social worker by calling the school office.

Revised to comply with Public Act 102-466, effective 7-1-25, which creates the Ensuring Student Success Act and requires a school district to distribute corresponding policies to each student at the beginning of each school year.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. ^[2]

Article 26A Resource Person: ^[3]

Name

Address

Email

Telephone

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Title IX Coordinator:

Name

Address

Email

Telephone

Complaint Managers:^[4]

Name

Address

Email

Telephone

Name

Address

Email

Telephone

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Student Behavior

Prohibited Student Conduct

- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. ~~Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”~~ Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

Corporal Punishment

Corporal punishment is illegal and will not be used. ~~Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.~~ Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

Prevention of and Response to Bullying, Intimidation, and Sexual Harassment

*This section contains information on Bullying, Intimidation, and Sexual Harassment, Teen Violence Prohibited, Procedures for Students at Risk for Aggressive Behaviors and /or Bullying, Descriptions of Interventions/Consequences, and Guidelines for Implementation. The section below will be added:

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Non-Discrimination Coordinator:

Name _____
Address _____
Phone Number _____
Email Address _____

Title IX Coordinator:

Name _____
Address _____
Phone Number _____
Email Address _____

Complaint Manager:

Name _____
Address _____
Phone Number _____
Email Address _____

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